# STOCKPORT
METROPOLITAN BOROUGH COUNCIL

DIRECT Debit

Please fill in the whole form using black pen:

Name and address

Name(s) of Account Holder(s)

Bank/Building Society account number

Branch Sort Code

Name and full postal address of your Bank or Building Society

To: The Manager — Bank/Building Society

Address

Postcode

062

## Instruction to your Bank or Building Society to pay by Direct Debit

Originator's Identification Number

| 8 | 5 | 8 | 8 | 1 | 9 |
|---|---|---|---|---|---|

Reference Number

**Instruction to your Bank or Building Society**
Please pay Stockport Council Direct Debits from the account detailed in this Instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that this Instruction may remain with Stockport Council and, if so, details will be passed electronically to my Bank/Building Society.

Signature(s)

Date

**Please complete this form and return to:**
**LOCAL TAXATION**
**PO BOX 39**
**STOCKPORT**
**SK1 3FP**

Banks and Building Societies may not accept Direct Debit Instructions from some types of account

**Please tick one of the following boxes to choose which day of the month your payments are to be made**

1st ☐ 15th ☐ 25th ☐

*For Stockport Council Official Use Only. This is not part of the instruction to your Bank or Building Society*

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This guarantee should be detached and retained by the Payer.

## The Direct Debit Guarantee

DIRECT Debit

- This Guarantee is offered by all Banks and Building Societies that take part in the Direct Debit Scheme. The efficiency and security of the Scheme is monitored and protected by your own Bank or Building Society.
- If the amounts to be paid or the payment dates change Stockport Council will notify you 10 working days in advance of your account being debited or as otherwise agreed.
- If an error is made by Stockport Council or your Bank or Building Society, you are guaranteed a full and immediate refund from your branch of the amount paid.
- You can cancel a Direct Debit at any time by writing to your Bank or Building Society. Please also send a copy of your letter to us.