



Instruction to your Bank or Building Society
 Please pay Preston City 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 Preston City Council and, if so, details will be passed electronically to my Bank/Building Society.

To: The Manager Bank/Building Society

Address: _____

Post Code: _____

Originator's Identification Number

9	1	3	9	2	6
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Signature(s) _____

Date _____

Name(s) of Account Holder(s)

Business Rates Account Reference (as shown on front of bill)

Branch Sort Code

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Property _____

Address _____

Bank/Building Society account

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

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This Guarantee should be detached and retained by the Payer

The Direct Debit Guarantee

- The 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 and Building Society.
- If the amounts to be paid or the payment dates change Preston City Council will notify you 10 working days in advance of your account being debited or as otherwise agreed.
- If an error is made by Preston City 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 the letter to us.

