



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

Preston City Council Accountancy Services											
Town Hall											
Lancaster Road											
Preston											
PR1 2RL	Servic										
	6	7	4	4	9	6	6				
Name(s) of Account Holder(s)	Refere	nce / I	nvoice Nu	ımber							
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	Please in this I Guarar City Co	pay Pi nstruct ntee. I puncil a suilding	b your Bar reston City tion subjec understand and, if so, d y Society.	Council t to the s d that th	Direction Direct	ct Debits uards as truction	s from ssured may i	d by the	e Dired with F	ct Deb resto	oit
Address	Signatu	ire(s)									
Postcode	Date										

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

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This guarantee should be detached and retained by the Payer.

The Direct Debit Guarantee



- This Guarantee is offered by all Banks and Building Societies that take accept instructions to pay Direct Debits
- If there are any changes to the amount, date or frequency of your Direct Debit Preston City Council will notify you 10 working
 days in advance of your account being debited or as otherwise agreed. If you request Preston City Council to collect a
 payment, confirmation of the amount and date will be given to you at the time of the request.
- If an error is made in the payment of your Direct Debit, by Preston City Council or your Bank or Building Society, you are entitled to a full and immediate refund of the amount paid from your bank or building society. If you receive a refund you are not entitled to, you must pay it back when Preston City Council asks you to.
- You can cancel a Direct Debit at any time by simply contacting your Bank or Building Society. Written confirmation may be required. Please also notify us.