Central Bedfordshire

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

DIRECT Debit

To avoid being charged full cost, you must complete and return this form immediately and send hard copy to the address below:

Central Bedfordshire Council
Inspiring Music
Flitwick Library
Coniston Road
Flitwick
MK45 1QJ

Please note that the Direct Debit will take the full amount of the termly invoice

Service User Number

6	9	0	8	6	1

In the event of a query please supply us with your contact details:

Name – _____

Telephone – _____

Address

Post code – _____

Email – _____

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

Reference **OFFICE USE ONLY**

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

Signature(s)

Date

Please note if you have other services from CBC with the same reference number they will also be collected by Direct Debit (excluding Council Tax, NDR & Rent).

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

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 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 Central Bedfordshire Council will notify you 10 working days in advance of your account being debited or as otherwise agreed.
- If an error is made by Central Bedfordshire 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.

DIRECT Debit