



# Rutland County Council D. C.



Please fill in the whole form and send it to: -

Rutland County Council D. C.  
Finance Section, Catmose, OAKHAM,  
Rutland. LE15 6HP

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

### Name and full postal address of your Bank or Building Society

To: The Manager	Bank/Building Society
Address	
Postcode	

### SUN (Service User Number)

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### Student Name & School/College attending

### Instruction to your Bank or Building Society

Please pay Rutland County Council D. C. 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 Rutland County Council D.C. and, if so, details will be passed electronically to my Bank/Building Society.

### Name(s) of Account Holder(s)

### Bank/Building Society account number

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### Branch Sort Code

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### Signature(s)

### Date

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

**This is not part of the instruction to your Bank or Building Society and must be detached by Rutland County Council D. C. before submission to the Paying Bank.**

### Customer's Name

### Address

### Post Code

### Address of Property (If Different)

**Telephone Number** (You do not have to provide this, but it will help if we need to contact you)

### Property Reference Number

### Payment Date:

**In Full / 4 Instalments / 6 Instalments**

### Email address:

If you would like us to send your bill to you by email please provide the email address to use:

**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 accept instructions to pay Direct Debit.
- If there are any changes to the amount, date or frequency of your Direct Debit, Rutland County Council D C, will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Rutland County Council D C to collect a payment, confirmation of the amount and date will be given to you at the time of request.
- If an error is made in the payment of your Direct Debit, by Rutland County Council D C 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 Rutland County Council D C ask 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.