



EAST RIDING

OF YORKSHIRE COUNCIL

County Hall Beverley East Riding of Yorkshire HU17 9BA Telephone (01482) 887700
www.eastriding.gov.uk

Name
Address

Your Ref:
Our Ref: SD
Enquiries to: Corporate Billing
E-Mail: corporate.billing@eastriding.gov.uk
Tel. Direct: (01482) 394862
Fax No (01482) 394820
Date:

Post Code



East Riding of
Yorkshire Council

Instruction to your bank or
building society to pay by
Direct Debit



Please fill in the whole of the form using a ball point pen
and send to:
East Riding of Yorkshire Council, Corporate Billing
Section, County Hall, Beverley, East Riding of Yorkshire,
HU17 9BA

Service user number

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Reference Number

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To: The Manager Society	Bank/Building Society
Address	
Postcode	

Instruction to your bank or building society
Please pay East Riding of Yorkshire 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 East Riding
of Yorkshire Council and, if so, details will be passed
electronically to my bank/building society.

Name(s) of account holder(s)

Signature(s)

Date

Bank/building society account number

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Branch sort code

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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 accept instructions to pay Direct Debits.
- If there are any changes to the amount, date or frequency of your Direct Debit East Riding of Yorkshire Council will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request East Riding of Yorkshire 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 East Riding of Yorkshire 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 East Riding of Yorkshire 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.

