



Please fill in the whole form using a ball point pen and send it to:

Income & Awards
Neuadd Brycheiniog
Brecon
Powys LD3 7HR
01597 826078

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

Service User Number

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Name(s) of account holder(s):

Customer Reference Number (Customer Number on Invoice)

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Bank/ Building Society account number

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Branch Sort Code

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Name and full postal address of your Bank or Building Society

To The Manager	Bank/Building society
Address	
	Post Code

Instruction to your Bank or Building Society

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

Signature(s):	_____

Date:	_____

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

This guarantee should be detached & retained by the Payee

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 Powys County Council will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Powys County 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 Powys County 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 Powys County 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.