

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

Please fill in the whole form and send to:

**Revenues and Benefits**  
**PO Box 1257**  
**Lincoln**  
**LN5 5PQ**

Name(s) of Account Holder(s)

Bank / Building Society Account Number

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------

Branch Sort Code

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------	----------------------	----------------------	----------------------

Name and full address of your Bank/Building Society

To the Manager  
Bank/Building Society  
Address

Post Code

Council Tax Account Number



Originator's Identification Number

9	3	0	0	8	5
---	---	---	---	---	---

**FOR OFFICIAL USE ONLY**

This is not part of the instruction to your Bank or Building Society

**I/We Wish To Pay Monthly**

Please tick your preferred choice

1st	<input type="checkbox"/>	8th	<input type="checkbox"/>	15th	<input type="checkbox"/>
22nd	<input type="checkbox"/>	29th	<input type="checkbox"/>		

**Instruction to your Bank or Building Society**

Please pay City of Lincoln 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 City of Lincoln Council and, if so, details will be passed electronically to my Bank/Building Society.

Signature(s)

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