



# INSTRUCTION TO BANK OR BUILDING SOCIETY TO PAY BY DIRECT DEBIT



AYLESBURY VALE DISTRICT COUNCIL  
**Finance Section**

The Gateway  
Gatehouse Road  
Aylesbury  
Bucks HP19 8FF

Service User Number:

|   |   |   |   |   |   |
|---|---|---|---|---|---|
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|---|---|---|---|---|---|

PLEASE COMPLETE THE WHOLE FORM USING A BALL POINT PEN AND RETURN IT TO THE ABOVE ADDRESS

**1. Name and full postal address of your Bank or Building Society**

|                 |                       |
|-----------------|-----------------------|
| To: The Manager | Bank/Building Society |
| Address         |                       |
|                 |                       |
|                 |                       |
| Postcode        |                       |

**2. Name(s) of Account Holder(s)**

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**6. Instruction to your Bank or Building Society**

Please pay **Aylesbury Vale DC** 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 **Aylesbury Vale DC** and if so details will be passed electronically to my Bank or Building Society.

**Signature (s)**

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**3. Bank/Building Society Account Number**

|  |  |  |  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |  |  |  |
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**4. Branch Sort Code**

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|--|--|---|--|--|---|--|--|
|  |  | - |  |  | - |  |  |
|--|--|---|--|--|---|--|--|

**5. Reference Number**

|   |   |   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|---|---|---|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| D | L | A |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|---|---|---|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|

**Banks and Building Societies may not accept Direct Debit Instructions for 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 Aylesbury Vale DC will notify you 7 working days in advance of your account being debited or as otherwise agreed. If you request Aylesbury Vale DC 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 Aylesbury Vale DC 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 Aylesbury Vale DC 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.