



# Maldon District Council

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

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

Maldon District Council  
Princes Road  
Maldon  
Essex  
CM9 5DL

Name(s) of Account Holder(s)

Bank/Building Society account number

Branch Sort Code

Name and full postal address of your Bank or Building Society  
To: The Manager Bank/building society  
Address  
  
Postcode

Reference

Service user number

For Maldon District Council official use only This is not part of the instruction to your bank or building society.

Please select one of the options below:

- I would like to make a one-off annual payment to renew/subscribe.
- I would like to pay by 2 instalments to renew/subscribe.

Insert subscription address below:

### Instruction to your Bank or Building Society

Please pay Maldon District 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 Maldon District 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 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 Maldon District Council will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Maldon District 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 Maldon District 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 Maldon District 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.