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:

Cambridge City Council
Director Of Finance
Guildhall
Cambridge
CB2 3QJ

To be completed by Cambridge City Council

Originator's Identification Number

9	4	8	1	7	2

Reference Number

4	8									

Name(s) of Account Holder(s)

Bank/Building Society account number

Branch Sort Code

Instruction to your Bank or Building Society
Please pay Cambridge City 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 Cambridge City Council and, if so, details will be passed electronically to my Bank/Building Society.

CONTRACT PARKING PERMITS

Name and full postal address of your Bank or Building Society

To: The Manager — Bank/Building Society

Address

Postcode

Signature(s)

Date

Banks and Building Societies may not accept Direct Debit Instructions from 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 take part in the Direct Debit Scheme. The efficiency and security of the Scheme is monitored and protected by your own Bank or Building Society.
- If the amounts to be paid or the payment dates change Cambridge City Council will notify you 10 working days in advance of your account being debited or as otherwise agreed.
- If an error is made by Cambridge City Council or your Bank or Building Society, you are guaranteed a full and immediate refund from your branch of the amount paid.
- You can cancel a Direct Debit at any time by writing to your Bank or Building Society. Please also send a copy of your letter to us.