



CAMBRIDGE CITY COUNCIL



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

**Cambridge City Council
Revenue & Benefit Services
Mandela House
4 Regent Street
Cambridge
CB2 1BY**

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

Originator's Identification Number

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Name(s) of Account Holder(s) (As it appears on your cheque book)

FOR (CAMBRIDGE CITY COUNCIL) OFFICIAL USE ONLY

R/A/10

Bank/Building Society account number

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Payment Date
I wish to pay monthly on or immediately after this date (tick preferred date). If this date falls on a weekend or bank holiday the debit will be collected on the next available working day.

5th 15th

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	
Postcode	

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 the Cambridge City Council and, if so, details will be passed electronically to my Bank/Building Society.

Cambridge City Council Tax account number

6							
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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 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 days change Cambridge City Council will notify you at least 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.

If you receive a refund you are not entitled to, you must pay it back when Cambridge City 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.