

Originator's Identification Number

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Please fill in the whole form **including** official use box and return it in the envelope provided to

SHEFFIELD CITY COUNCIL CORPORATE RESOURCES PO Box 1310 SHEFFIELD S1 1UY

Name	(s) of A	Accoun	t Hold	er(s) (BLOC	K CAF	PITALS	PLEASE	
Bank/Building Society account number									
Branch Sort Code									
Name	and fu	ıll post	al addı	ress of	your E	Bank o	r Buildi	ing Socie	
To; The Manager				Bank/Building Society					
Addr	ess								
	Post Code;								

FOR OFFICIAL USE ONLY. This is not part of the instruction to your Bank or Building Society.					
Please enter the address of the property for which payments are to be made.					

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Instruction to your Bank or Building Society

Please pay Sheffield 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 Sheffield City 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.

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Business Rates Reference Number



This guarantee should be detached and retained for your information

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 Sheffield 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 Sheffield 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 also 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.