



Instructions to your Bank or Building Society to Pay by Direct Debit

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

**Allotment Office
West Wing Level 3
Moorfoot
Sheffield
S1 4PL**

Originator's Identification Number

8 7 4 9 6 3

Name(s) of Account Holder(s)

Bank/Building Society account number (8 digits only)

Branch Sort Code

Name and full postal address of your bank or building society

To: The Manager Bank/Building Society

Address

Postcode

Reference Number

FOR SHEFFIELD CITY COUNCIL OFFICIAL USE ONLY
This is not part of the instruction to your Bank/Building Society

Instructions to your Bank or Building Society

Please pay Sheffield City Council Direct Debit 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 from some types of account

This Guarantee should be detached and retained by the Payer

The Direct Debit Guarantee



- λ This Guarantee is offered by all Banks or 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.
- λ If the amounts to be paid or the payment dates change Sheffield City Council will notify you 14 days in advance of your account being debited or as otherwise agreed.
- λ 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.
- λ You can cancel a Direct Debit at any time by writing to your Bank or Building Society. Please also send a copy to us.