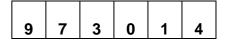


Please fill in the whole form **including** official use box and return it in the envelope provided to

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

Originator's Identification Number



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.

FOR OFFICIAL USE ONLY.

Name(s) of Account Holder(s) (BLOCK CAPITALS PLEASE)

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	
	Post Code;

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	

Business Rates Reference Number

Banks and Building Societies may not accept Direct Debit instructions for some types of account.

><	
	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.