



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

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

Originator's Identification Number

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

Table with 6 columns containing the numbers 9, 7, 3, 0, 1, 4.

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.

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

Empty box for account holder name(s).

Bank/Building Society account number

Grid for account number.

Branch Sort Code

Grid for branch sort code.

Name and full postal address of your Bank or Building Society

Form for bank/building society name and address, including fields for 'To: The Manager', 'Bank/Building Society', 'Address', and 'Post Code;'.

Form for signature(s) and date.

Business Rates Reference Number

Grid for 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

- List of four bullet points detailing the Direct Debit Guarantee: 1. Offered by all banks and Building Societies... 2. Notification 10 working days in advance... 3. Full and immediate refund if error... 4. Can cancel at any time by writing to your Bank or Building Society.