



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



Chief Finance Officer
Income Section
St Albans District Council
P O Box 2, District Council Offices
Civic Centre, St Peter's Street
St Albans, Herts AL1 3JE

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

Originator's Identification Number

9 4 2 7 7 1

Name(s) of Account Holder(s)

Empty box for account holder name

Branch Sort Code

Empty boxes for branch sort code

Bank/Building Society account number

Empty boxes for account number

Name and full postal address of your Bank or Building Society

Form fields for bank name, address, and post code

Customer Reference Number

Empty boxes for customer reference number

FOR ST ALBANS DISTRICT COUNCIL
OFFICIAL USE ONLY

This is not part of the instruction to your Bank or Building Society

Instructions to your Bank or Building Society
Please pay St Albans District 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 St Albans District Council and, if so, details will be passed electronically to my Bank/Building Society.

Signature(s) and Date fields

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 Debits.
If there are any changes to the amount, date or frequency of your Direct Debit St Albans District Council will notify you 10 working days in advance of your account being debited or as otherwise agreed.
If an error is made in the payment of your Direct Debit by St Albans District Council or your Bank or Building Society, you are entitled to a full and immediate refund of the amount paid from your Bank or Building Society.
You can cancel a Direct Debit at any time by simply contacting your Bank or Building Society.