



North Tyneside Council



Instruction 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:

North Tyneside Council
Revenues and Benefits Service
Quadrant East
The Silverlink North
Cobalt Business Park
North Tyneside
NE27 9AF

Service user number

9 7 1 9 4 2

FOR NORTH TYNESIDE COUNCIL OFFICIAL USE ONLY
This is not part of the instruction to your bank or building society.

PLEASE INDICATE YOUR PREFERRED PAYMENT DATE

10 Monthly Instalments April to January

10th 28th

12 Monthly Instalments April to March

10th 28th

Name(s) of account holder(s)

Two empty lines for account holder name.

Bank/building society account number

Eight empty boxes for account number.

Branch sort code

Six empty boxes for branch sort code.

Name and full postal address of your bank or building society

To: The Manager Bank/building society
Address
Postcode

Instruction to your bank or building society

Please pay North Tyneside 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 North Tyneside Council and, if so, details will be passed electronically to my bank/building society.

Signature(s)
Date

Reference

Eighteen empty boxes for reference number.

Banks and building societies may not accept Direct Debit Instructions for some types of account

DD11

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 accept instructions to pay Direct Debits
- If there are any changes to the amount, date or frequency of your Direct Debit North Tyneside Council will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request North Tyneside Council to collect a payment, confirmation of the amount and date will be given to you at the time of the request.
- If an error is made in the payment of your Direct Debit, by North Tyneside 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
 - If you receive a refund you are not entitled to, you must pay it back when North Tyneside Council asks you to
- You can cancel a Direct Debit at any time by simply contacting your bank or building society. Written confirmation may be required. Please also notify us.