



Lewes District Council

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



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

Lewes District Council  
Southover House  
Southover Road  
Lewes BN7 1AB

Service User Number

9 7 3 7 2 8

Name(s) of Account Holder(s)

Reference Number

Bank/Building Society account number

Branch Sort Code

Name and full postal address of your Bank/Building Society.

To the Manager Bank/Building Society

Address

Postcode

Signature(s)

Date

### Banks and Building Societies may not accept Direct Debit Instructions from some types of account

For Lewes District Council Official use only.

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

Please choose frequency preferred

( ✓ )

- |                   |     |   |                          |      |
|-------------------|-----|---|--------------------------|------|
| Annual Payment    | --- | One debit on 1st of April                 | <input type="checkbox"/> | CTOD |
| Twice yearly      | --- | Two debits on 1st April and 1st September | <input type="checkbox"/> | CTTD |
| Monthly 10 months | --- | Debit on 1st of month, 10 months          | <input type="checkbox"/> | CTDD |
| Monthly 12 months | --- | Debit on 1st of month, 12 months          | <input type="checkbox"/> | 12DD |

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**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 Lewes District Council will notify you ten working days in advance of your account being debited or as otherwise agreed. If you request Lewes District 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 Lewes 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.  
- If you receive a refund you are not entitled to, you must pay it back when Lewes District 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.



**Lewes District Council**



## How would you like to take the worry out of paying charges due to the Council?

### The Easy Way To Pay

**Just complete the Direct Debit Instruction overleaf and you will have**

- ❖ The correct amount will be paid until you need to stop it because you are leaving the district and/or have no further liability for the tax.
- ❖ No need to worry about payment due dates or accidentally falling into arrears by missing getting to a Post Office or Bank.
- ❖ No need to send cheques or visit the Council's Offices
- ❖ Your payments automatically adjusted if your liability changes.

### The Direct Debiting System is Safe because:

- ❖ Only organisations approved by the banks are allowed to operate the system.
- ❖ Correct use of the system is ensured by the strict control maintained by banks over all aspects of Direct Debiting.
- ❖ The Council will always advise you **in advance** of any changes to the amounts due.
- ❖ Direct Debits must be presented strictly within the terms of the signed instruction.
- ❖ You can cancel the Instruction at any time by writing to your Bank and the Council.
- ❖ In the unlikely event of a Direct Debit being paid which breaks the terms of your instruction, the bank will immediately make a refund.

### HOW DIRECT DEBIT WORKS

All you need is a Bank or Building Society account once you complete the Instruction this will allow funds to be automatically transferred from your bank account to pay your charges.

**\* All you need to do now is to complete and sign the Instruction overleaf and return it to the address below and we will do the rest.**

**Simple isn't it?**

**Director: John Magness CPFA**

FINANCE DEPARTMENT  
SOUTHOVER HOUSE  
SOUTHOVER ROAD  
LEWES BN7 1AB

Telephone: Lewes (01273) 471600