



**Business Support Services
Income Section**

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

The Executive Director of Finance,
Business Support Services,
Income Section,
PO Box 63,
Barnsley. S70 2TJ.

Name(s) of Account Holder(s)

Bank/Building Society account number

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Branch Sort Code

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Name and full postal address of your
Bank or Building Society

To the Manager	Bank/Building Society
Address	
Postcode	

Payment Reference Number

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

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



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For
Official Use Only

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

Name and Address of
Account Holder

Postcode

Customer's Name
and Address

Postcode

Instruction to your Bank or Building Society
Please pay Barnsley Metropolitan Borough 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 Barnsley Metropolitan
Borough Council and if so, details will be passed
electronically to my Bank/Building Society.

Signature(s)

Date

**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, Barnsley Metropolitan Borough Council will notify you ten working days in advance of your account being debited or as otherwise agreed. If you request Barnsley Metropolitan Borough 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 Barnsley Metropolitan Borough 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 Barnsley Metropolitan Borough 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.