

Student Name:



BEDFORD
BOROUGH COUNCIL

Instruction to your bank or building society to pay by Direct Debit

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

Bedford Borough Council
Sundry Debts
2nd Floor, Borough Hall
Cauldwell Street
Bedford
MK42 9AP

Service user number

9 7 2 1 4 7

Name(s) of account holder(s)

[Empty box for account holder name]

Reference

[Empty box for reference]

Bank/building society account number

[Empty box for account number]

Instruction to your bank or building society

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

Branch sort code

[Empty box for branch sort code]

Name and full postal address of your bank or building society

To: The Manager Bank/building society
Address

Postcode

Signature(s)

Date

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 accept instructions to pay Direct Debits
- If there are any changes to the amount, date or frequency of your Direct Debit Bedford Borough Council will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Bedford 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 Bedford 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 Bedford 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.