



Instruction to your Bank or Building Society to pay by **DIRECT DEBIT**

Please fill in the whole form and send to :- OLDHAM COUNCIL, Spindles Shopping Centre, George Street, Oldham, OL1 1HD

Name and full postal address of your Bank or Building Society

To : The Manager	Bank/Building Society
Address	
POST CODE	

Service user number

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Name(s) of account holder(s).

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Bank or Building Society Account Number.

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Branch Sort Code (from top right hand corner of your cheque).

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Customer Reference Number (for office use only).

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Instruction to your Bank or Building Society.

Please pay OLDHAM COUNCIL Direct Debits from the account detailed on this instruction subject to the safeguards assured by the Direct Debit guarantee.

I understand that this instruction may remain with Oldham Council and if so, details will be passed electronically to my Bank / Building Society.

SIGNATURE(S)	_____
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DATE	
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Banks and Building Societies may not accept Direct Debit instructions for some types of accounts.

This is not part of the Instruction to your bank or building society and must be detached by Oldham Council before submission to the paying bank.



@CustAddress

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 Oldham Council will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Oldham 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 Oldham 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 Oldham 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.