



# Instructions 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:

**Cambridge City Council  
Revenue Services  
Mandela House, 4 Regent Street  
Cambridge  
CB2 1BY**

Originator's Identification Number

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Name(s) of Account Holder(s)


Reference Number

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Bank/Building Society account number

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Branch Sort Code

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FOR CAMBRIDGE CITY COUNCIL OFFICIAL USE ONLY  
This is not part of the Instruction to your Bank or Building Society.

Name and full postal address of your Bank/Building Society

To: The Manager	Bank/Building Society
Address	
Postcode	

**Instruction to your Bank or Building Society.**

Please pay Cambridge City 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 Cambridge City Council and, if so, details will be passed electronically to my Bank/Building Society.

Signature(s)
Date

Banks and Building Societies may not accept Direct Debit Instructions from 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 take part in the Direct Debit Scheme. The efficiency and security of the Scheme is monitored and protected by your own Bank or Building Society.
- If the amounts to be paid or the payment dates change Cambridge City Council will notify you 10 working days in advance of your account being debited or as otherwise agreed.
- If an error is made by Cambridge City Council or your Bank or Building Society, you are guaranteed a full and immediate refund from your branch of the amount paid.
- You can cancel a Direct Debit at any time by writing to your Bank or Building Society. Please also send a copy of your cancellation letter to;  
Cambridge City Council, Revenue Services, Mandela House, 4 Regent Street, Cambridge, CB2 1BY