

Instructions to your Bank or Building Society to pay by Direct Debit

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

Financial Assessment Team,  
Corporate Resources  
Gateshead Council  
Regent Street  
Gateshead NE8 1HH

Name(s) of Account Holder(s)


Name and full postal address of your Bank or Building Society

To: The Manager Society	Bank / Building Society
Address	
Postcode	

Bank/building Society account number

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Branch Sort Code

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Service User Number

2	5	0	5	2	1
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FOR GATESHEAD COUNCIL OFFICIAL USE ONLY
This is not part of the instruction to your bank or building society.
Service User Name:
Service User Reference:
Your telephone number

Instruction to your Bank/Building Society

Please pay Gateshead Council direct Debits from the account detailed in this instruction subject to the safeguards assured by the Direct Debit Guarantee below.

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

Account Holder Signature(s)
Date

Banks/Building Societies may not accept Direct Debit instructions from some type of accounts

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 Gateshead Council will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Gateshead 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 Gateshead 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 Gateshead Council asks you to
- You can cancel a Direct Debit at any time by simply contact your bank or building society. Written confirmation may be required. Please also notify us.

