

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

Originator's Identification Number

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Income Section
 Carmarthenshire County Council
 3 Spilman Street
 Carmarthen
 SA31 1LE

This is not part of the instruction to your Bank or Building Society
 Please provide the address of the liable property:

 Deduction will be made on the
GW

Name(s) of Account Holder(s)

Bank/Building Society Account Number

Branch Sort Code

Name and full postcode address of your Bank or Building Society

To the Manager	Bank/Building Society
Address	
.....	
.....	
Postcode	

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

Signature(s)

 Date

Reference Number

PLEASE REMEMBER TO COMPLETE YOUR NAME AND ADDRESS IN THE BOXES PROVIDED.

Banks and Building Societies may not accept Direct Debit instructions for some types of account.

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