

Originator's Identification Number

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

Director of Corporate Services Carmarthenshire County Council Tŷ Elwyn Llanelli SA15 3AP
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Name(s) of Account Holder(s)

Bank/Building Society Account Number

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Branch Sort Code

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Name and full postcode address of your Bank or Building Society

To the Manager	Bank/Building Society
Address	
Postcode	

Reference Number

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FOR OFFICIAL USE ONLY

This is not part of the instruction to your Bank or Building Society

Please tick box to indicate whether you want to pay monthly, half-yearly or annually.

- | | |
|--------------------------------------|--------|
| <input type="checkbox"/> Monthly | } 15th |
| <input type="checkbox"/> Half-Yearly | |
| <input type="checkbox"/> Annually | |

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

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 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.

