### CARMARTHENSHIRE COUNTY COUNCIL

**Instruction to your Bank or Building Society**

to pay by Direct Debit

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

<table>
<thead>
<tr>
<th>Income Section</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carmarthenshire County Council</td>
</tr>
<tr>
<td>3 Spilman Street</td>
</tr>
<tr>
<td>Carmarthen</td>
</tr>
<tr>
<td>SA31 1LE</td>
</tr>
</tbody>
</table>

**Name(s) of Account Holder(s)**

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**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**

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To the Manager

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**Reference Number**

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**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.

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**Signature(s)**

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**Date**

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

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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.

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### 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.