

CARMARTHENSHIRE COUNTY COUNCIL
Instruction to your Bank or Building Society
to pay by Direct Debit



National Non-Domestic Rates

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

Originator's Identification Number

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Carmarthenshire County Council Housing Benefit Debt Recovery Team Ty Elwyn, Llanelli, Carmarthenshire. SA15 3AP

Name(s) of Account Holder(s)

Branch Sort Code

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Bank/Building Society Account Number

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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 - as shown on your invoice

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This is not part of the instruction to your Bank or Building Society
Please note that the monthly payment date will be the 1st of every month
Please provide your current address :

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.



EICH CYNGOR arleinamdani
www.sirgar.llyw.cymru
YOUR COUNCIL doitonline
www.carmarthenshire.gov.wales