

Please complete this mandate and return it to:
Swindon Borough Council, Revenues & Benefits, Civic Offices, Euclid Street, Swindon SN1 2JH

Instruction to your Bank to pay Direct Debits

Please complete parts 1 to 5 (in block capitals) to instruct your bank to make payments directly from your account. Then return the form to Swindon Borough Council.

1 The Manager

..... Bank
.....
(full address of your Branch)

2 Branch Sorting Code - -

3 Name of account holder _____

4 Account number

5 Your instructions to the bank and signature

- I instruct you to pay Direct Debits from my account at the request of Swindon Borough Council
- The amounts are variable and may be debited on various dates
- I understand that Swindon Borough Council may change the amounts and dates only after giving me prior notice
- I will inform the bank in writing if I wish to cancel this instruction
- I understand that if any Direct Debit is paid which breaks the terms of the instruction, the bank will make a refund

Signature(s) _____

Date _____

Banks may decline to accept instructions to pay Direct Debit from some types of account

FOR BANK USE ONLY

Originators Identification Number 9 7 1 6 1 4

Reference Number

Please enter your Business Rates account number here

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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 take part in the Direct Debit Scheme. The efficiency and security of the scheme is monitored and protected by your own Bank or Building Society.
- If the amounts to be paid or payment dates change Swindon Borough Council will notify you 10 working days in advance of your account being debited or as otherwise agreed.
- If an error is made by Swindon Borough Council or your Bank or Building Society, you are guaranteed a full and immediate refund from your Branch of the amount paid.
- You can cancel a Direct Debit at any time by writing to your Bank or Building Society. Please also send a copy to us.