

Instruction to your bank or building society to pay by Direct Debit

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

**PO BOX 866
Taunton
TA1 9GS**

Service user number

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Somerset West and Taunton OFFICIAL USE ONLY This is not part of the instruction to your bank or building society.

Address _____

**Payment Frequency – do you wish to pay:
(please tick as appropriate)**

Weekly (Friday)

Fortnightly(Monday)

Monthly _____
(If monthly please enter a date between the 1st and the 28th)

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 postal address of your bank or building society

To: The Manager	Bank/building society
Address	
Postcode	

Instruction to your bank or building society

Please pay Somerset West and Taunton 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 Somerset West and Taunton, if so, details will be passed electronically to my bank/building society.

Signature(s)

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Date

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Reference

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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.

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 Somerset West and Taunton will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Somerset West and Taunton 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 Somerset West and Taunton 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 Somerset West and Taunton 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.