South Tyneside Council

DIRECT Debit

Instruction to your Bank or Building Society to pay by Direct Debit

Please fill in this form and send to: **Hawthorne House, Rolling Mill Road, Viking Industrial Park Jarrow, Tyne and Wear, NE32 3DP**

Name and full postal address of your Bank or Building Society

To: The Manager Bank/Building Society

Address

Post Code

Name(s) of Account Holder(s)

Bank/Building Society account number

Branch Sort Code

Reference

Originator's Identification Number

9	7	1	4	1	1

For South Tyneside Council Official Use Only – **This is not part of the instruction to your Bank or Building Society**

Customer to insert Property Address

I would like my instalments to be deducted from my bank account on... (Please delete as appropriate)

1st 11th 15th 21st 28th

Instruction to your Bank or Building Society

Please pay South Tyneside 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 South Tyneside 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

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This guarantee should be detached and retained by the Payer

The Direct Debit Guarantee

DIRECT Debit

- 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 the payment dates change South Tyneside Council will notify you 14 working days in advance of your account being debited or as otherwise agreed.
- If an error is made by South Tyneside 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 of your letter to us.

South Tyneside Council is responsible for protecting the public funds it manages. To do this we may use the information you have given us on this form or the information we hold about you to detect and prevent crime or fraud. We may also share this information with other organisations that inspect and manage public funds. For the purposes of the Data Protection Act 1998, South Tyneside Council is the data controller (the user and processor of data). We will ensure all information is kept safe and secure. If you would like to know more about what information we hold about you, or the way we use your information please contact the Revenues Team on telephone number 0191 424 4330, or if you wish to make a subject access request then please write to the Records Management Team at the following address: Records Management Team, Town Hall & Civic Offices, Westoe Road, South Shields, Tyne and Wear, NE33 2RL.