East Sussex
County Council

DIRECT Debit

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

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

East Sussex County Council
E Floor, East Block
County Hall
St. Anne's Crescent
Lewes
BN7 1UE

Service user number

7	6	5	2	7	9

Customer number (Office use only)

Name(s) of account holder(s)

Bank Account Reference (if required)

Bank/building society account number

Branch sort code

Instruction to your bank or building society
Please pay East Sussex 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 East Sussex County Council and, if so, details will be passed electronically to my bank/building society.

Name and full postal address of your bank or building society

To: The Manager — Bank/building society

Address

Postcode

Signature(s)

Date

Banks and building societies may not accept Direct Debit Instructions for some types of accounts

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 accept instructions to pay Direct Debits
- If there are any changes to the amount, date or frequency of your Direct Debit East Sussex County Council will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request East Sussex 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 East Sussex 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 East Sussex 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.