



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

Please fill in this form and return it to TORBAY COUNCIL, FINANCIAL SERVICES, SUNDRY DEBTS, TOWN HALL, CASTLE CIRCUS, TORQUAY, TQ1 3DS.

Name(s) of Account Holders

[Empty box for Name(s) of Account Holders]

Originators Identification Number

9 | 5 | 7 | 4 | 0 | 0

Student's Name

[Empty box for Student's Name]

Bank/Building Society Account Number

[Empty grid for Bank/Building Society Account Number]

Torbay Council's Customer Reference

[Empty grid for Torbay Council's Customer Reference]

Branch Sort Code

[Empty grid for Branch Sort Code]

Instruction to Bank/Building Society

Please pay Torbay Council 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 Torbay Council and if so details may be passed electronically to my Bank/Building Society.

Name and full postal address of your Bank/Building Society:

[Horizontal lines for Name and full postal address of your Bank/Building Society]

Signature:

[Horizontal line for Signature]

Post code: _____

Date:

[Horizontal line for Date]



This Guarantee should be detached and retained by the Payer.

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 an error is made by Torbay Council or your Bank or Building Society you are guaranteed a full and immediate refund from your bankers of the amount paid.

If the amounts to be paid or the payment dates change Torbay Council will notify you ten working days in advance of your account being debited or as otherwise agreed.

You can cancel a Direct Debit at any time by writing to your Bank or Building Society.

Please also send a copy of the letter to the Council.