

Payment by Direct Debit to South Holland District Council

**Instruction to your Bank or Building Society to Pay by Direct Debit**

Please complete the whole form in BLOCK CAPITALS, using a black ball point pen and return it to:

**Invoice Unit, South Holland District Council, Council Offices,  
Priory Road, Spalding, Lincolnshire, PE11 2XE**



Originator's identification no.

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**SECTION A Bank/Building Society Details**

Name of account holder(s)

Bank/building society account number

Branch Sort Code

Full name and postal address of your bank/building society

Reference Number -

**Instruction to your bank or building society**

Please pay South Holland District 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 Holland District Council and if so, details will be passed electronically to my bank/building society.

Signature(s)

Date

**The Direct Debit Guarantee**

The 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 Holland District Council will notify you ten working days in advance of your account being debited or as otherwise agreed

If an error is made by South Holland District 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

