



**LANCASTER  
CITY COUNCIL**

*Promoting City, Coast & Countryside*



# 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:

Lancaster City Council  
Parking Services  
Town Hall  
Marine Road  
Morecambe  
LA4 4AF

Name(s) of Account Holder(s)

Bank/Building Society account number

Branch Sort Code

Name and full postal address of your Bank or Building Society

To: The Manager Bank/Building Society  

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Address  

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Postcode

Originator's Identification Number

**4 0 5 2 5 4**

Reference Number

**Instruction to your Bank or Building Society**

Please pay Lancaster City 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 Lancaster City Council and, if so, details will be passed electronically to my Bank/Building Society.

Signature(s)  

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Date

Banks and Building Societies may not accept Direct Debit Instructions from some types of account

DD12

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 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 Lancaster City Council will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Lancaster City 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 Lancaster City 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 Lancaster City 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.