Cyngor Bwrdeistref Sirol
MERTHYR TUDFUL
MERTHYR TYDFIL
County Borough Council

DIRECT Debit

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

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

MERTHYR TYDFIL COUNTY BOROUGH COUNCIL
CIVIC CENTRE
CASTLE STREET
MERTHYR TYDFIL
CF47 8AN

Service User Number

2	4	3	5	4	5

Please Complete

Name: _____

Address: _____

_____

Life Line – Payment Frequency

Monthly ☐ **Annually** ☐

For Merthyr Tydfil County Borough Council Official Use Only.
This is not part of the instruction to your Bank or Building Society

Name(s) of Account Holder(s)

Bank/Building Society account number

Branch Sort Code

To: The Manager

Address:

Postcode:

Reference No

Instruction to your Bank or Building Society:
Please pay Merthyr Tydfil County Borough 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 Merthyr Tydfil County Borough Council and, if so, details will be passed electronically to my Bank / Building Society

Signature:

Date:

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

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 Merthyr Tydfil County Borough Council will notify you 10 working days in advance of your account being debited or otherwise agreed. If you request Merthyr Tydfil County Borough 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 Merthyr Tydfil County Borough 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 Merthyr Tydfil County Borough 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.