



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

Please fill in this form and send it to:-
The Revenues and Benefits Unit, PO Box 3, Manchester, M15 5BA

Service User number

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Name and full postal address of your bank or building society

Names of account holders

Branch sort code

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Bank / building society account number

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Business Rates or Council Tax account number

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This section is not part of the instruction to your bank or building society.

We can collect Direct Debit payments each month from your bank or building society account on the following dates.
Please tick which date you prefer. We cannot collect on any other dates.

7th of each month
 15th of each month
 21st of each month
 28th of each month

Please tell us if you would like to pay from now until January or from now until March
 January
 March

To help us or your bank or building society if we have a problem setting up your direct debit, please give us a daytime phone number

Instruction to your bank or building society

Please pay Manchester 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 Manchester City Council and, if so, details will be passed electronically to my bank or building society.

Print name

Date

Signatures

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

This guarantee should be detached and kept by the payer.

The Direct Debit Guarantee

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

