

**Instruction to your  
Bank or Building Society  
to pay Direct Debits**



Originators Identification Number

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

Castle Point Borough Council,  
Sundry Debtor Section, Dept CT  
PO Box 15,  
Benfleet,  
Essex SS7 1AY

**Name(s) of Account Holder(s)**

**CRS / Invoice Number**

**Bank/Building Society account number**

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**Instruction to your Bank or Building Society**

Please pay Castle Point 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 Castle Point Borough Council and, if so, details will be passed electronically to my Bank/Building Society.

**Branch sort code**

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**Name and full postal address of your Bank or Building Society**

To: The Manager
Address
Post code

**Signature(s)**

Date

----- **Banks and Building Societies may not accept Direct Debit Instructions for some types of account** -----

To be detached by Castle Point Borough Council before the Direct Debit Instruction is sent to the Bank or Building Society

**Payment Date**

I/We wish to pay monthly / weekly on  
(Please tick the payment date you want)

1st of the month  
7th of the month  
14th of the month  
21st of the month  
28th of the month  
Weekly – every Friday




## The Direct Debit Guarantee

- This Guarantee is offered by all banks and building societies that accept instructions to pay by Direct Debits.
- If there are changes to the amount, date or frequency of your Direct Debit Castle Point Borough Council will notify you 14 working days in advance of your account being debited or as otherwise agreed. If you request Castle Point 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 Castle Point Borough Council or your bank or building society, you are entitled to a full and immediate refund of the amount paid from you bank or building society -If you receive a refund you are not entitled to, you must pay it back when Castle Point 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.