

## Instructions to your Bank or Building Society to pay by Direct Debit

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

The County Treasurer  
Transport Co-ordination Group  
West Sussex County Council  
The Grange  
Tower Street  
Chichester  
West Sussex  
PO19 1RH

Originator's Identification Number

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FOR WEST SUSSEX COUNTY 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

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

Reference Number

### Instructions to your Bank or Building Society

Please pay West Sussex County 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 West Sussex County Council and, if so, details will be passed electronically to my Bank/Building Society.

Signature(s)

Date

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Banks and Building Societies may not accept Direct Debit instructions for some types of accounts

**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 accept instructions to pay Direct Debits
- If there are any changes to the amount, date or frequency of your Direct Debit West Sussex County Council will notify you fourteen working days in advance of your account being debited or as otherwise agreed. If you request West Sussex County 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 West Sussex County 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 West Sussex County 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.