



Instruction to your bank or building society to pay direct debits

Please fill in the whole form, sign it and send it back to:
Business Rates Section, PO Box 115, Civic Centre, Sunderland SR5 9BJ

Name and full address of your bank or building society

To the Manager _____	Bank/building society
Address _____	
_____ Postcode _____	

Business Rates account number

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Branch sort code (from the top of your cheque)

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Bank/building society account number

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Name(s) of account holder(s)

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Some banks and building societies may not accept direct debit instructions for some types of accounts.

Originator's identification number

6	5	4	0	6	0
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For Sunderland City Council official use only. This is not part of the instruction to your bank or building society.					
I/We wish to pay monthly on or just after the following date. Please indicate which day in the month you prefer:					
1	5	8	15	23	28
Your name and address					
Postcode	Telephone No				

Instruction to your bank or building society

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

Signature(s) _____ Date _____