



Instruction to your Bank or Building Society to pay Direct Debits



Originators Identification Number

9 2 6 0 9 3

Please fill in the whole form and send it to : **BOSTON BOROUGH COUNCIL**,
Municipal Buildings, West Street, BOSTON, Lincs, PE21 8QR

1. Name(s) of account holder(s)

5. Reference Number

(This is your Business Rates Account number it is shown on your bill and starts with a 5)

2. Branch sort code

(From the top right hand corner of your cheque)

6. Instructions to your Bank or Building Society

Please pay Boston Borough Council Direct Debits from the account detailed on this instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that the instruction may remain with the originator mentioned above and if so details will be passed Electronically to my Bank Building Society.

3. Branch or Building Society Account Number

Signature(s) _____
Date _____

4. Name and full postal address of your Bank or Building Society branch

To: The Manager _____
Bank or Building Society Address _____

Postcode _____

Banks and Building Societies may not accept Direct Debit Instructions from some types of account



The Direct Debit Guarantee

This Guarantee is offered by all Banks and Building Societies that take part in the Direct Debit Scheme. The efficiency and security of the Scheme is monitored and protected by your own Bank or Building Society. If the amounts to be paid or the payment dates change, you will be told of this in advance by at least 14 days or as otherwise agreed. If an error is made by Boston Borough Council or your Bank or Building Society, you are guaranteed a full and immediate refund from your branch of the amount paid. You can cancel a Direct Debit at anytime by writing to your Bank or Building Society. Please also send a copy of this letter to us.



This guarantee should be detached along the scissor line and retained by the payer