City of BRADFORD METROPOLITAN DISTRICT COUNCIL

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

DIRECT Debit

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

City of Bradford Metropolitan District Council
Music & Arts Service
Fairfax Learning & Development Centre,
Flockton Road,
Bradford, BD4 7RY

Service user number

6	8	0	7	5	7

FOR CITY OF BRADFORD METROPOLITAN DISTRICT COUNCIL
This is not part of the instruction to your bank or building society.
For identification purposes please complete this box.

Instrumental Lessons with Music & Arts Service
Payer Name:……
Address……..…
……
Tel.No……
Mobile……

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

Address

Postcode

Reference

Instruction to your bank or building society
Please pay City of Bradford Metropolitan District 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 City of Bradford Metropolitan District Council and, if so, details will be passed electronically to my bank/building society.

Signature(s)

Date

DDI1

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

This guarantee should be detached and retained by the payer.

The Direct Debit Guarantee

DIRECT Debit

- 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 City of Bradford Metropolitan District Council will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request City of Bradford Metropolitan District 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 City of Bradford Metropolitan District 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 City of Bradford Metropolitan District 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.