

C HAS-IN-HUNS	Solihull
	METROPOLITAN BOROUGH COUNCIL

Instruction to your Bank or Building Society to pay by Direct Debit

Please fill in the whole form using a	ball point pen	and send it to:								
Income and Awards PO Box 1761 Council House Solihull B91 9RR			Service	user nui	mber					
			9	9	0	7	8	7		
Name(s) of Account Holder(s)			Referer	nce (SUN	DRY IN(COME A	ccount N	Number)		
Bank/Building Society account number Branch Sort Code Name and full postal address of your Bank or Building Society				Instruction to your Bank or Building Society Please pay Solihull MBC 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 Solihull MBC and, if so, details will be passed electronically to my Bank/Building Society.						
To: The Manager		Bank/building society								
Address			Signatu	e(s)						
	Destands		Date							
Postcode			Date							

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

DDI 2 5/15

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 Solihull Metropolitan Borough Council will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Solihull Metropolitan 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 Solihull Metropolitan Borough 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 Solihull Metropolitan 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.



Data Protection - Fairer Processing Notice

Your information may be shared with other council services and partner organisations to ensure our records are kept accurate and to help us to identify services or benefits you may be entitled to or interested in. We may also need to share your information for the prevention and detection of fraud and/or other crimes or as the law requires. For further information about how we use your information please refer to the Council's Privacy Statement on www.solihull.gov.uk or contact systemscontrol@solihull.gov.uk