Pay your Invoice by Direct Debit

Direct Debit is a simple, safe and convenient way to pay your Invoice. Payments are taken automatically so you don't have to worry about falling behind with your installments.

A Direct Debit gives the Council permission to take money from your bank account in agreed amounts at agreed times.

- Complete and return the enclosed form.
- It's convenient – your payment will be taken on the 1st of each month over a 10 month period for the academic year.
- No more queuing, no need for cash, debit cards or telephone calls into the office each term to make your payment.
- It's secure – the Direct Debit guarantee protects all of your payments.
- It's efficient – the money we save can be put back into improving services.

When we receive your completed form, we'll take your bank account details and set up your Direct Debit. We'll send you a confirmation letter that includes a copy of the Direct Debit Guarantee.

SCOR

a co-operative council

Telford & Wrekin COUNCIL

(For Telford & Wrekin Council Official Use Only)
This is not part of the instruction to your Bank or Building Society

Your Name and Address

Please fill in the whole form, including the official use box above, using a ball point pen, then send it to:

Telford & Wrekin Music
The Music Centre
Holmer Lake Primary School
Brookside
Telford
TF3 1LD

Name(s) of account holder(s)

Bank/Building Society Account Number

Branch Sort Code

		-			-		

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

Originators Identification Number

9	8	2	8	0	4

Reference Number
(This is your Sales Ledger Account Reference, which is shown on your Invoice)

Name and full postal address of your Bank or Building Society

To: The Manager Bank/Building Society

Post Code

Instruction to your Bank or Building Society

Please pay Borough of Telford & Wrekin 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 Telford & Wrekin Council and, if so, details will be passed electronically to my Bank/Building Society.

Signature(s)

Date

Contact Telephone Number

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

This guarantee should be detached and retained by the payer

DIRECT Debit

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 Telford and Wrekin Council will notify you at least 10 working days in advance of your account being debited or as otherwise agreed. If you request Telford and Wrekin 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 Telford and Wrekin 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 Telford and Wrekin 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.