

# Another bill to remember to pay!

We hope that you will choose to pay by Direct Debit because it helps keep down the cost, but more importantly because

**IT GIVES YOU MORE FREEDOM!**

**HOW?** Direct Debit payers don't have to remember where and when to pay - your bank does it for you.

Paying by Direct Debit means that you can pay later in the month - on the 28th and reminders are a thing of the past! This is why more and more people are choosing Direct Debit. You will see from the Direct Debit Guarantee that **YOU ARE STILL IN CONTROL**. If you would like to talk to someone about paying by Direct Debit, please call the Credit Control Team on 01507 613302. Otherwise simply fill in the details below in black ink, cut along the dotted line and return the instruction to East Lindsey District Council.

Your name and address to which the charge relates:


Payment date:  
28th

## 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 to: East Lindsey District Council, The Credit Control Team, P.O. Box 20, Manby Park, Louth, Lincolnshire LN11 8XN

Name and full postal address of your Bank or Building Society

To: The Manager	Bank/Building Society
Address	
Postcode	

Service User Number

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Reference (CEL)

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Name(s) of Account Holder(s)



Bank/Building Society Account Number

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Branch Sort Code

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Instruction to your Bank or Building Society

Please pay East Lindsey 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 East Lindsey District Council and, if so, details will be passed electronically to my Bank/Building Society.

Signature(s)



Date

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



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

Your information will be processed in accordance with the law, in particular the Data Protection Act 1998. The information that you provide will only be used for Council purposes unless there is a legal authority to do otherwise.