



School Transport Team  
Windsor House  
Plymouth PL6 5UF

Tel: 01752 308770

Email: school.transport@plymouth.gov.uk

**Date:**

**Our Ref:**

### **PAYMENT BY DIRECT DEBIT**

An account detailing the amounts and dates of payments will be forwarded in due course. **Please note:** Payments by direct debit can only be made on or after the 3rd day of the month(s) of your agreed schedule

### **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 Plymouth City Council will notify you 10 working days in advance of your account being debited or as otherwise agreed.
- If an error is made by Plymouth City Council or your Bank and Building Society, you are guaranteed a full and immediate refund from your branch of the amount paid.
- You can cancel a Direct Debit at any time by writing to your Bank or Building Society. Please also send a copy of your letter to us.



Please complete, detach and return the mandate below to the Plymouth City Council address at the top of this form.

#### **Instructions to your Bank / Building Society to pay Direct Debits**

Name(s) of Account Holder(s)

Originator's Identification Number

9	7	3	0	7	5
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Reference

Bank/Building Society account number

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Branch Sort Code

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Name and full postal address of your Bank or Building Society

To: The Manager	Bank/Building Society
Address	
Postcode	

**Instructions to your Bank or Building Society**  
Please pay Plymouth City 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 Plymouth City 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 type of accounts

