



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



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

Finance Department Douglas Corporation Town Hall Ridgeway Street DOUGLAS Isle of Man IM99 1AD	Tel: 01624 696300 Fax: 01624 696400
---	--

Service user number

6	5	6	8	8	7
---	---	---	---	---	---

Name(s) of Account Holder(s)


**FOR DOUGLAS CORPORATION OFFICIAL USE ONLY**  
This is not part of the instruction to your Bank or Building Society.

A) Annually in April

B) Quarterly in April, July, October, January

**Please note that the name of our account is "Mayor Aldermen and Burgesses of Douglas".**

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	

Instruction to your Bank or Building Society.  
Please pay DOUGLAS CORPORATION 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 DOUGLAS CORPORATION and, if so, details will be passed electronically to my Bank/Building Society.

Signature(s)
_____
Date
_____

Reference

C					
---	--	--	--	--	--

Banks and Building Societies may not accept Direct Debit Instructions on some types of Accounts



This guarantee should be detached and retained by the Payer:

<b>The Direct Debit Guarantee</b>	
<ul style="list-style-type: none"> <li>• This Guarantee is offered by all banks and building societies that accept instructions to pay Direct Debits.</li> <li>• If there are any changes to the amount, date or frequency of your Direct Debit Douglas Corporation will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Douglas Corporation to collect a payment, confirmation of the amount and date will be given to you at the time of the request.</li> <li>• If an error is made in the payment of your Direct Debit, by Douglas Corporation 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.             <ul style="list-style-type: none"> <li>– If you receive a refund you are not entitled to, you must pay it back when Douglas Corporation asks you to.</li> </ul> </li> <li>• 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.</li> </ul>	