



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

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

Gloucestershire County Council
SEN Travel Enablement Team
Education, Learning and
Libraries Gloucestershire County
Council Shire Hall, Westgate
Street Gloucester, GL1 2TP

Originator's Identification Number

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

PRN:
Client Name:
Client Address:

Name(s) of Account Holder(s)

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	

Instruction to your Bank or Building Society

Please pay GCC 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 GCC and, if so, details will be passed electronically to my Bank/Building Society.

Signature(s) of Account Holder
Date

Reference Number FOR GCC OFFICIAL USE ONLY

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

DD11

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 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 GCC will notify you 7 working days in advance of your account being debited or as otherwise agreed.
- If an error is made by GCC or your Bank or 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 The Transport Enablement Team.**