Please choose the frequency you wish to pay by ticking one of the boxes below and return to the address shown above. Frequencies apply to full financial years and will be adjusted for Interim Instructions.

1st of month 1st of month 20th of month
(10 instalments) (12 instalments) (10 instalments)

Signature(s)  
Date

To: The Manager
Bank/Building Society
Address
Postcode

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 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, Southend-on-Sea Borough Council will notify you 10 working days in advance of your account being debited or as otherwise agreed.
- If an error is made by Southend-on-Sea Borough Council 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 us.