

THE DIRECT DEBIT GUARANTEE

THIS GUARANTEE SHOULD BE RETAINED BY THE PAYEE

- 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, Gedling Borough Council will notify you ten working days in advance of your account being debited or as otherwise agreed. If you request Gedling Borough 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 Gedling Borough 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 Gedling Borough 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.