



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

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

Ramsey Town Commissioners										
Town Hall										
Ramsey										
Isle of Man	<u>Origina</u>	tor's Ide	ntification	n Number						
IM8 1RT	6	5	3	7	9	8	3			
Name(s) of Account Holder(S)	Referer	ice Numbi	er							
Branch Sort Code	Instruct	ion ma etails wi	y remaii	own Cor nis Instru Debit G n with R ssed ele	amsey	Iown	Comi	missior	iers a	ind,
Name and full postal address of your Bank or Building Society	Sig	nature(s	5)							
To: The Manager Bank/Building Society										
Address	_									=
Postcode	Da	te								_

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 accept instructions to pay Direct Debits.
- If there are any changes to the amount, date or frequency of your Direct Debit, Ramsey Town Commissioners will notify you ten working days in advance of your account being debited or as otherwise agreed.

 If you request Ramsey Town Commissioners 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 Ramsey Town Commissioners 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 Ramsey Town Commissioners 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.