



Basingstoke and Deane

Basingstoke & Deane Borough Council
PO Box 191
Civic Offices London Road
Basingstoke Hampshire RG21 7EA
Telephone (01256) 844844
Britdoc Code DX3008
Facsimile (01256) 845405
www.basingstoke.gov.uk



Telephone Helpline (01256) 358555

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, you will be told of this in advance by at least 14 days as agreed
- If an error is made by Basingstoke and Deane 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 the letter to us.



Please cut along this line if you are returning the form below

DIRECT DEBIT INSTRUCTION

Instruction to your Bank/Building Society to pay Direct Debits

Please complete parts 1-7 to instruct your branch to make payments directly from your account. Then return the form DIRECT TO: BASINGSTOKE AND DEANE BOROUGH COUNCIL									
1 Please write full postal address of your branch in the box below		Originator's Identification Number							
<div>To: The Manager _____ _____ _____ Bank/Bldg Society Address _____ _____ _____ PostCode _____</div>		<table border="1"><tr><td>9</td><td>5</td><td>6</td><td>3</td><td>3</td><td>4</td></tr></table>		9	5	6	3	3	4
9	5	6	3	3	4				
2 Name of Account holder		5 Account Reference (originator's reference)							
<div>_____</div>		<div>_____</div>							
3 Account Number		6 Please tick your preferred instalment date							
<div>_____ _____ _____ _____ _____ _____ _____ _____ </div>		5 th <input type="checkbox"/> 20 th <input type="checkbox"/>							
4 Sort Code		13 th <input type="checkbox"/> 28 th <input type="checkbox"/>							
<div>_____ _____ - _____ _____ - _____ _____ </div>		7 Your instructions to the Bank/Bldg Society and signature(s)							
		Please pay Basingstoke and Deane Borough Council Direct Debits from the account detailed on this instruction subject to the safeguards assured by the Direct Debit Guarantee.							
		Signature(s) _____							
		Date _____							
Banks/Building Societies may refuse to accept instructions to pay Direct Debits from some types of account									