

Instruction to your Bank or Building Society to pay direct debits



Originator's Identification Number

6 2 4 7 7 7



Please fill in the whole form including the official use box using a ball-point pen

1 Name and full postal address of your Bank or Building Society

To : The Manager _____
 _____ Bank/Building Society
 Address _____
 _____ Postcode _____

2 Name(s) of account holder(s)

3 Branch sort code (from the top right-hand corner of your cheque)

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4 Bank or Building Society account number

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5 Council Tax Reference Number (from top right-hand corner of your bill)

6 FOR HERTSMERE BOROUGH COUNCIL OFFICIAL USE ONLY

This is not part of the instruction to your Bank or Building Society. Please tick the relevant box below to indicate the date in the month on which payments are to be deducted.

1st 15th

7 Instruction to your Bank / Building Society

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

Signature(s) _____

 Date _____

Please return the form to :

**REVENUES SECTION
 HERTSMERE BOROUGH COUNCIL
 ELSTREE WAY
 BOREHAMWOOD
 WD6 1WA.**

BANKS AND BUILDING SOCIETIES MAY NOT ACCEPT DIRECT DEBITS FROM SOME TYPES OF ACCOUNT

CUSTOMER – PLEASE DETACH THIS PORTION AND KEEP FOR YOUR REFERENCE

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 Hertsmere Borough Council will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Hertsmere 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 Hertsmere 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 Hertsmere 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.

