

Harlow
Council
Working together for Harlow
www.harlow.gov.uk

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1 Your name and address:

Input by:

Date:

2 In case of a query please provide your telephone number:

3 Council Tax account reference (if known):

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4 Please indicate your monthly payment date by a ✓ in one of the boxes below:

1st of the month 8th of the month 15th of the month 25th of the month

Now complete parts 5 to 10 below, which provide the details for your bank or building society to pay by direct debit. **Once all parts are completed please return this form to:**

REVENUES & BENEFITS, HARLOW COUNCIL, CIVIC CENTRE, THE WATER GARDENS, COLLEGE SQUARE, HARLOW, ESSEX, CM20 1WG

Upon receipt of this form, a bill will be issued to you showing the amounts and when they will be debited from your bank account. Instalments available will depend on the number of months remaining in the financial year.



Instruction to your bank or
building society to pay by Direct Debit



5 Name and FULL postal Address of your bank or building society:

Service user number:

250229

Reference:

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Instruction to your bank or building society:

Please pay Harlow 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 Harlow Council and, if so, details will be passed electronically to my bank / building society.

6 Name(s) of account holder(s):

7 Bank/building society account number:

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8 Branch sort code:

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9 Signature(s):

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10 Date:

/ /

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