

## COUNCIL TAX & BUSINESS RATES DIRECT DEBIT INSTRUCTION

If you have any queries please contact this office:

Website: [www.harrogate.gov.uk/counciltax](http://www.harrogate.gov.uk/counciltax)  
or [www.harrogate.gov.uk/businessrates](http://www.harrogate.gov.uk/businessrates)  
Email: [ben\\_rev@harrogate.gov.uk](mailto:ben_rev@harrogate.gov.uk)  
Telephone: 01423 556677 8.30am - 5.00pm Monday-Thursday  
8.30am - 4.30pm Friday  
Text phone: 01423 556543  
Fax: 01423 556410  
In person Revenues Division  
Scottsdale House  
Springfield Avenue  
Harrogate HG1 2SD

Opening hours 8.30am - 4.30pm Monday - Friday

## COUNCIL TAX AND BUSINESS RATES - DIRECT DEBIT

Direct Debit is one of the safest and most cost effective methods of making payment. It does not need to be renewed each year, and helps the Council to reduce costs, as it is the cheapest way to collect your payments. The savings the Council makes are passed back to local taxpayers.

The Council is under increasing pressure to maximise cash flow and ensure taxpayers and ratepayers pay their bills on time. If you forget to pay your bill, a reminder notice will arrive on your doorstep, and you could lose your right to pay by instalments, resulting in you incurring costs for your late payment.

A Direct Debit will give you peace of mind by ensuring all your payments are made on time and for the right amount.

To arrange payment by Direct Debit, simply complete this form, or telephone the number overleaf, where your bank details can be taken and authorised immediately.

If you have questions about paying by Direct Debit please contact this office. This leaflet is also available in large print and Braille on request.

### 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, Harrogate Borough Council will notify you 10 working days in advance of your account being debited or as otherwise agreed.
- If an error is made by Harrogate 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 your letter to us.

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



Please fill in the form and send to:

Harrogate Borough Council,  
PO Box 13, Scottsdale House,  
Springfield Avenue,  
Harrogate, HG1 2SD

### Reference Number

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### Originators Identification Number

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Name and full postal address of your Bank or Building Society

To The Manager	Bank/Building Society
Address	
Postcode	

Name(s) of Account Holder(s)
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Bank/Building Society account number

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Branch Sort Code

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### Instruction to your Bank or Building Society

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

Signature(s)
Date

Banks and Building Societies may not accept Direct Debit instructions for some types of account.

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