

COUNCIL TAX & BUSINESS RATES DIRECT DEBIT INSTRUCTION

If you have any queries please contact this office:

Website: www.harrogate.gov.uk
Email: 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 the safest and most cost effective method of payment. It does not need to be renewed each year, and helps the Council to reduce costs.

We are under increasing pressure to maximise cash flow and ensure bills are paid on time. If you forget to pay your bill, a reminder notice will be issued and you could lose your right to pay by instalments, and incur costs for late payment.

A Direct Debit will ensure your payments are made on time and for the right amount.

To pay 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 us. 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 accept instructions to pay Direct Debits.
- If there are any changes to the amount, date or frequency of your Direct Debit Harrogate Borough Council will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Harrogate 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 Harrogate 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 Harrogate 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.

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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Service user 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)

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.