

Originator's Identification Number

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**Housing and Property**

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

To: The Manager _____	Bank or Building Society
Address _____	
_____	Post Code _____

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. Reference number

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6. I would like my payments to be collected on the following day every month (please tick):-

1st of month       15th of month

7. **Instruction to your Bank or Building Society**

Please pay Harrogate Borough Council Direct Debits from the account detailed in this instruction subject to safeguards assured by the Direct Debit Guarantee. I understand that this instruction must remain with Harrogate Borough Council and, if so, will be passed electronically to my Bank / Building Society.

Signature(s): _____
Date: _____
Address: _____
_____

Banks and Building Societies may not accept Direct Debit Instructions for some type of account



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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, 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.