

For Harrogate Borough Council use only. This is not part of the instruction to your bank or building society.

Please tick your preference of payment day 1st 15th



Harrogate

BOROUGH COUNCIL

Housing and Property

Instruction to your bank or building Society to pay by direct debit

Please fill in the whole form using a ball point pen and sent it to:

Harrogate Borough Council
PO Box 787
HARROGATE
HG1 9RW

Service user number

8 5 6 5 7 0

Reference

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Name(s) of account holder(s)

Bank/building society account number

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Branch sort code

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Name and full postal address of your bank or building society

To: The Manager	Bank/building society
Address	
Postcode	

Signature(s)

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Date

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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, 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.