



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

Please fill in the whole form including official use box using a ball point pen and send it to: The Revenues & Benefits Section, Hartlepool Borough Council, FREEPOST NEA15402, HARTLEPOOL TS24 2BR

Customer name & address
Postcode

**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	

**Business Rates Account Number**

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**Originator's Identification Number**

9	5	8	7	4	2
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Address of property for which Business Rates is to be paid by Direct debit


Please tick your preferred payment date.

1<sup>st</sup>       10<sup>th</sup>       On a Monday (weekly)  
 20<sup>th</sup>       28<sup>th</sup>

**I wish to pay the following months Apr to Jan/April to March (Please delete as appropriate)**

**Instruction to your Bank or Building Society**  
 Please pay Hartlepool 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 Hartlepool 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 from 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 by Direct Debits.
- If there are any changes to the amount, date or frequency of your Direct Debit, Hartlepool Borough Council will notify you ten working days in advance of your account being debited or as otherwise agreed. If you request Hartlepool 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 Hartlepool 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 Hartlepool 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.