



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



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

Originator's Identification Number

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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	

Council Tax Account Number

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Address of property for which council tax is to be paid by Direct Debit

Please tick your preferred payment date.

<input type="checkbox"/> 1 st	<input type="checkbox"/> 10 th	<input type="checkbox"/> every Monday
<input type="checkbox"/> 20 th	<input type="checkbox"/> 28 th	

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 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 Hartlepool 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 Hartlepool 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.