



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

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

Originator's Identification Number

Tax and Rates Section
Herefordshire Council
P.O Box 224
Hereford
HR1 2XW

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ADDITIONAL INFORMATION
This is not part of the instruction to your Bank or Building Society

Name(s) of Account Holder(s)

YOUR ADDRESS

Bank/Building Society account number

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Instruction to your Bank or Building Society
PLEASE PAY HEREFORDSHIRE 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 HEREFORDSHIRE COUNCIL and if so, details will be passed electronically to my Bank/ Building Society.

Branch Sort Code

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Signature(s)

Date

Name and full postal address of your Bank or Building Society

To: The Manager Bank/Building Society

Address

Postcode

Your Account Number (First 8 Digits)

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Please state preferred date each month – 1st, 10th, 15th or 26th

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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 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, HEREFORDSHIRE COUNCIL will notify you 10 working days in advance of your account being debited or as otherwise agreed.
- If an error is made by HEREFORDSHIRE 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.