Herefordshire Council

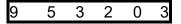
Complete and email to: <u>counciltax@herefordshire.gov.uk</u> or Print and post to:



Building Society to pay by Direct Debit

Originator's Identification Number

Council Tax Section Herefordshire Council Plough Lane Hereford



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

Name(s) of Account Holder(s)

Bank/Building Society account number

Branch Sort Code

To: The Manager

Address

HR4 0LE

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.

Signature(s)

YOUR ADDRESS

Date

Please state the preferred date each month - 1, 10, 15 or 26

Please indicate whether you would like to pay by 10 or 12 monthly instalments?

Note: If you request to pay by 12 monthly instalments after 12th April of the current financial year, then your instalments will be split over the remaining number of months in the current financial year. Future years will then be split over 12 monthly instalments.

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, HERÉFORDSHIRE 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 anount 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.

Name and full postal address of your Bank or Building Society

Postcode

Bank/Building Society

Your Account Number (First 8 Digits) which can be found on your bill