

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

Complete and email to: [counciltax@herefordshire.gov.uk](mailto:counciltax@herefordshire.gov.uk)

or

Print and post to:

Council Tax Section  
Herefordshire Council  
Plough Lane  
Hereford  
HR4 0LE

Originator's Identification Number

9 5 3 2 0 3

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

Branch Sort Code

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) which can be  
found on your bill

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)

Date

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

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.