



**Horsham
District
Council**

**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:

Horsham Revenues & Benefits
PO Box 10745
Nottingham
NG6 6ED

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/building society:

To: The Manager	Bank/Building Society
Address:	
Postcode	

Service user number:

9	9	0	8	4	3
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Reference:

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(For Horsham District Council official use only)

This is not part of the instruction to your bank or building society

Preferred payment date

I wish to pay monthly on or immediately after this date (tick preferred date)

1st 15th 25th

Instruction to your Bank or Building Society

Please pay Horsham District Council Direct Debits from the account detailed in this instruction subject to safeguards assured by the Direct Debit Guarantee. I understand that this instruction may remain with Horsham District 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 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 accept instructions to pay Direct Debits.
- If there are any changes to the amount, date or frequency of your Direct Debit Horsham District Council will notify you ten working days in advance of your account being debited or as otherwise agreed. If you request Horsham District 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 Horsham District 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 Horsham District 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.