



Unless you are required to have more than one signature on the instruction, the quickest and easiest way to set up a direct debit instruction is over the phone by calling us on 01480 388030 during office hours with your bank details ready.

Alternatively, you can print off this form, complete it with your bank details, sign it and return it to the address shown on the instruction.

Please quote your Business Rates reference number in the space provided on the front of the form or write your address on this page if you don't know your reference number when returning the form to this office.

The reference number is shown in the black box at the top right hand corner of your bill and is an seven digit number starting with a 2 or 3.

Address:

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

Huntingdonshire District Council  
Pathfinder House  
St Mary's Street  
Huntingdon  
PE29 3TN

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	

Originator's Reference:

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## Instruction to your Bank or Building Society to pay by Direct debit

Originator's Identification Number

9	8	0	2	4	3
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### FOR COUNCILS OFFICIAL USE ONLY

THIS IS NOT PART OF THE INSTRUCTION TO YOUR BANK OR BUILDING SOCIETY.

DEBITS TO CUSTOMERS BANK ACCOUNTS WILL BE ON THE FIFTEENTH OF THE MONTH (OR THE NEXT WORKING DAY THEREAFTER).

CUSTOMERS SHOULD ALSO MAINTAIN INSTALMENTS AS DUE UNTIL THEY ARE ADVISED THAT THE DIRECT DEBIT HAS BEEN SET UP BY THE COUNCIL.

INSTRUCTION INPUT BY .....

INPUT DATE .....

### Instruction to your Bank or Building Society

Please pay Huntingdonshire District 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 Huntingdonshire 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

## 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 Huntingdonshire District Council will notify you ten working days in advance of your account being debited or as otherwise agreed. If you request Huntingdonshire 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 Huntingdonshire 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 Huntingdonshire 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.

 this guarantee is yours to cut off and keep