



Payment by Direct Debit is the most convenient and cost effective method for paying your invoice.

You will need to contact us first to enquire if your invoice can be paid in instalments. If we agree to spread your payments we will confirm a monthly Payment Plan for you.

How to contact us:

Housing Benefit Overpayments and Administrative Penalties:

Telephone: [01480 388874](tel:01480388874) or email: hboverpayments@huntingdonshire.gov.uk

Sundry Debt Invoices

Telephone: [01480 388164](tel:01480388164) or email: income.externaladdress@huntingdonshire.gov.uk

Please quote your customer number in the 'Reference' box located at the bottom of the Direct Debit form – your customer number can be found in the top right hand corner of your invoice and will begin with 'CL' or 'DR' followed by a 6 digit number. Once completed, please return the form to: Income Section, Pathfinder House, St Mary's Street, Huntingdon, Cambs, PE29 3TN or to one of the email addresses provided above.

Please note: Direct Debit payments will be collected on the 9th day of each month (or the next working day if this falls on a weekend or bank holiday)

Please provide your contact details in the box below in case we have a query and need to contact you:

Customer number:

Name:

Contact details:

Details of the Direct Debit guarantee are shown on the next page

Instruction to your bank or building society to pay by Direct Debit

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

Income Section
Pathfinder House
St Marys Street
Huntingdon
PE29 3TN

Service user number

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FOR HUNTINGDONSHIRE DISTRICT COUNCIL OFFICIAL USE ONLY
This is not part of the instruction to your bank or building society.

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 or building society

To: The Manager	Bank/building society
Address	
Postcode	

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

Reference

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Banks and building societies may not accept Direct Debit Instructions for some types of account

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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 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.