



# 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:

Dacorum Borough Council  
 Civic Centre  
 Hemel Hempstead  
 Hertfordshire  
 HP1 1HH  
  
 Direct debit helpline: 01442 228417

Originator's Identification Number

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FOR DACORUM BOROUGH COUNCIL INFORMATION  
 This is not part of the instruction to your Bank or Building Society.

Please write your name and address below plus property (house or garage) address if different:

Please tick choice of date for direct debit to be taken from your account:

1 st  10 th  21st

Name(s) of Account Holder(s)

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Bank/Building Society account number

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Branch Sort Code

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**Instruction to your Bank or Building Society**

Please pay Dacorum Borough 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 Dacorum Borough Council and if so, details will be passed electronically to my Bank/Building Society.

Name and full postal address of your Bank or Building Society

To: The Manager	Bank/Building Society
Address	
Postcode	

Signatures

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Date

Reference


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Banks and Building Societies may not accept Direct Debit Instructions for some types of account

DD11

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 Dacorum Borough Council will notify you 14 working days in advance of your account being debited or as otherwise agreed.
- If an error is made by Dacorum Borough 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.