



FOR RENT PAYMENT



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
 The Forum, Marlowes
 Hemel Hempstead
 Hertfordshire
 HP1 1DN

Direct debit helpline: 01442 228417

Service User Number

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FOR DACORUM BOROUGH COUNCIL OFFICIAL USE ONLY
 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)

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 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.

Signatures

Date

Reference number

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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 Dacorum Borough Council will notify you 14 working days in advance of your account being debited or as otherwise agreed. If you request Dacorum Borough 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 Dacorum Borough 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 Dacorum Borough 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.