



**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:**

--	--	--	--	--	--	--	--

**Branch sort code:**

--	--	--	--	--	--

**Name and full postal address of your  
bank/building society:**

To: The Manager	Bank/Building Society
Address:	
Postcode	

**Service user number:**

8	5	2	3	5	4
---	---	---	---	---	---

**Council Tax Account Reference:**

--

**Please choose your preferred payment date**

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

1<sup>st</sup>      15<sup>th</sup>      25<sup>th</sup>

*Please note: this payment date information is for Horsham District Council official use only and is not part of the instruction to your Bank or Building Society.*

**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.

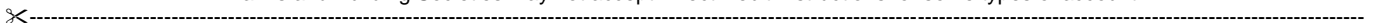
**Signature(s)**

--

**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.