

HINCKLEY & BOSWORTH BOROUGH COUNCIL

INSTRUCTION TO YOUR BANK OR BUILDING SOCIETY TO PAY SUNDRY DEBTOR INVOICES BY DIRECT DEBIT



PLEASE COMPLETE THE WHOLE FORM (INCLUDING THE OFFICIAL USE ONLY BOX) USING A BALL-POINT PEN AND RETURN IT TO:

SERVICE USER NUMBER:

2 7 0 8 7 6

HINCKLEY & BOSWORTH BOROUGH COUNCIL THE HUB RUGBY ROAD HINCKLEY LEICESTERSHIRE	THIS IS NOT PART OF THE INSTRUCTION TO YOUR BANK OR BUILDING SOCIETY. HOWEVER, THE INFORMATION IS REQUIRED BY HINCKLEY & BOSWORTH B.C. PLEASE COMPLETE ACCORDINGLY NAME & ADDRESS
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NAME(S) OF ACCOUNT HOLDER(S)	
	CONTACT No:
	ADDRESS OF THE PAYER (IF DIFFERENT FROM ABOVE)
BANK/BUILDING SOCIETY ACCOUNT No.	
BANNUBULDING SOCIETY ACCOUNT NO.	POST CODE:
DRANGU CORT CORT	PAYMENT FREQUENCY, TICK THE APPROPRIATE BOX
BRANCH SORT CODE:	MONTHLY QUARTERLEY ANNUALLY
NAME AND FULL POSTAL ADDRESS OF YOUR BANK/BUILDING SOCIETY	PAYMENT DATE 1 st
TO: THE MANAGER	
POST CODE:	INSTRUCTION TO YOUR BANK OR BUILDING SOCIETY PLEASE PAY HINCKLEY & BOSWORTH 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 HINCKLEY & BOSWORTH BOROUGH COUNCIL AND, IF SO, WILL BE PASSED ELECTRONICALLY TO MY BANK OR BUILDING SOCIETY
	SIGNATURE(S) OF ACCOUNT HOLDER(S):
LOCAL AUTHORITY REFERENCE NUMBER	1
	2
	DATE:
BANKS AND BUILDING SOCIETIES MAY NO TYPES OF ACCOUNT.	T ACCEPT DIRECT DEBIT INSTRUCTIONS FOR SOMI
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	DETACHED AND RETAINED BY THE PAYER

DIRECT De bit

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, HINCKLEY & BOSWORTH BOROUGH COUNCIL WILL NOTIFY YOU 10 WORKING DAYS IN ADVANCE OF YOUR ACCOUNT BEING DEBITED OR AS OTHERWISE AGREED. IF YOU REQUEST HINCKLEY & BOSWORTH 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 HINCKLEY & BOSWORTH 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 HINCKLEY & BOSWORTH 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.