



Hinckley & Bosworth
Borough Council

A Borough to be proud of

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
LE10 OFR

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 _____

CONTACT No: _____

ADDRESS OF THE PAYER (IF DIFFERENT FROM ABOVE) _____

_____ POST CODE: _____

PAYMENT FREQUENCY, TICK THE APPROPRIATE BOX

MONTHLY QUARTERLY ANNUALLY

PAYMENT DATE

^{1st}

NAME(S) OF ACCOUNT HOLDER(S)

BANK/BUILDING SOCIETY ACCOUNT No.

_____|_____|_____|_____|_____|_____|_____|_____|

BRANCH SORT CODE:

_____|_____|_____|_____|_____|_____|

**NAME AND FULL POSTAL ADDRESS OF YOUR
BANK/BUILDING SOCIETY**

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):

1. _____

2. _____

DATE: _____

LOCAL AUTHORITY REFERENCE NUMBER

_____|_____|_____|_____|_____|_____|_____|_____|

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, 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 .