

## Instruction to your bank or building society to pay by Direct Debit

Please fill in the whole form and return it to Private Rented Team, Hyndburn Borough Council, Scaitcliffe House, Ormerod Street, Accrington, Lancs. BB5 0PF

Service User Number

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Hyndburn Borough Council

Branch Sort Code

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Bank or Building Society account number.

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Name(s) of account holder(s)

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Name and full postal address of your Bank or Building Society branch.

<b>To: The Manager</b>
_____
<small>Bank or Building Society.</small>
<b>Address</b>
_____
_____
<b>Postcode</b>
_____

**For Hyndburn Borough Council Official Use Only.**

**This is not part of the instruction to your bank or building society.**

**Direct Debit payments will be made each month on the date agreed with, and advised by, Hyndburn Borough Council.**

Payment Reference Number (For Office Use)

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**Instruction to your Bank or Building Society.**

Please pay Hyndburn Borough Council Direct Debits from the account detailed on this instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that this instruction may remain with Hyndburn Borough Council and, if so, details will be passed electronically to my bank/building society.

<b>Signature(s)</b>	_____.
<b>Date</b>	_____.

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

### 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, Hyndburn Borough Council will notify you within 10 working days in advance of your account being debited or as otherwise agreed. If you request Hyndburn 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 Hyndburn 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 Hyndburn 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.

Please turn over for further instructions to complete this document.

Please check and sign the following statement:

I confirm that I am the person who has signed the Direct Debit mandate overleaf and that I am authorised to sign such mandate for this Bank/Building Society account.

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Failure to sign the above statement, for this mandate, will delay acceptance of this mandate and may delay provision of the service to which it relates.

**Where to send this form**

By post to the address at the top of this page.

Your name and address including postcode

Customer Number:
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If you have any further questions please contact us
• By Telephone – 01254 388111
• By e-mail – <a href="mailto:Invoices@hyndburnbc.gov.uk">Invoices@hyndburnbc.gov.uk</a>
• Online – <a href="http://www.hyndburnbc.gov.uk">www.hyndburnbc.gov.uk</a>

**Please indicate whether you would like to pay the Selective Licensing Annual Fee:**

**Annually, Quarterly or Monthly by ticking the relevant box below.**

**Annual**

**Quarterly**

**Monthly**