



# Instruction to your Bank or Building Society to pay your Bill by Direct Debit

Please fill in the whole form including official use box using a black ball point pen.

Service User Number

9 9 4 6 1 5

Name(s) of Account Holder(s)

[Empty box for Name(s) of Account Holder(s)]

Bank/Building Society Account Number

[Empty box for Bank/Building Society Account Number]

Branch Sort Code

[Empty box for Branch Sort Code]

Name and full postal address of your Bank or Building Society

[Empty box for Name and full postal address of your Bank or Building Society]

Reference Number (on your bill)

[Empty box for Reference Number (on your bill)]

### For Hastings Borough Council official use only

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

Your name:

Address of property in Hastings or St Leonards:

Postcode:

I wish to pay monthly on or immediately after this date:

1st  15th  23rd (tick preferred date)

### Instruction to your Bank or Building Society

Please pay Hastings 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 Hastings Borough Council and, if so, details will be passed electronically to my bank/building society.

Signature(s):

Date:

FOLD HERE

MOISTEN HERE

MOISTEN HERE

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

MOISTEN HERE

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

RESPONSE SERVICE  
Licence No TN 7062

FOLD HERE

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Hastings Borough Council  
PO Box 176  
Hastings  
East Sussex  
TN34 1UY

Tear off and retain this section