

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:

HART DISTRICT COUNCIL  
FINANCIAL SERVICES  
CIVIC OFFICES  
HARLINGTON WAY  
FLEET  
HANTS GU51 4AE

Originator's Identification Number:

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Reference Number (to be completed by HART District Council):

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Name(s) of Account Holder(s):


Instruction to your Bank or Building Society:

Please pay Hart District 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 Hart District Council and, if so, details will be passed electronically to my Bank/Building Society.

Bank/Building Society Account Number:

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Branch Sort Code:

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Name and full Postal Address of your Bank or Building Society:

To the Manager	Bank/Building Society
Address	
Postcode	

Signature(s)
Address
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 take part in the Direct Debit Scheme. The efficiency and security of the Scheme is monitored and protected by your own Bank or Building Society.
- If the amounts to be paid or the payment dates change, Hart District Council will notify you 10 working days in advance of your account being debited or as otherwise agreed.
- If an error is made by Hart District Council or your Bank or Building Society, you are guaranteed a full and immediate refund from your branch of the amount paid.
- You can cancel a Direct Debit at any time by writing to your Bank or Building Society. Please also send a copy of your letter to us.