



Hertsmere  
Borough  
Council



**Instruction to your bank or building society to pay by direct debit**

**Council Tax**

Please complete this form and return it to:

**Hertsmere Borough Council  
Revenues Department  
Civic Offices, Elstree Way  
Borehamwood  
Herts  
WD6 1WA**

Originator's Identification Number					
6	2	4	7	7	7

**Council Tax reference number**  
(from top right-hand corner of your bill)

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**Property Address:**


**Name of account holder(s)**


**Branch Sort Code**

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**Bank /building society account number**

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**Name and full postal address of your bank/building society**

To: The Manager	Bank/building society
Address	
Postcode	

**Payment date**

Please tick your preferred direct debit payment date:

**1st**

**15th**



**Instruction to your Bank/Building society**

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

Signature(s)
Date

**Banks and building societies may not accept direct debits from some types of account**



This guarantee should be detached and retained by the payer

**The Direct Debit Guarantee**

- The 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 Hertsmere Borough Council will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Hertsmere Borough Council to collect a payment, confirmation of the amount and date will be given to you at time of the request.
- If an error is made in the payment of your Direct Debit by Hertsmere 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 Hertsmere 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.