



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



Please fill in the whole form including the official use box using a ball point pen and send it to:

Service User Number 

9	8	3	2	9	6
---	---	---	---	---	---

**Harborough District Council  
The Leicestershire Partnership  
PO Box 10004  
HINCKLEY  
Leicestershire  
LE10 9EJ**

**For Harborough D C Official Use Only**  
This is not part of the instruction to your Bank or Building Society. However, the information is required by Harborough District Council. PLEASE COMPLETE ACCORDINGLY.

Name(s) of Account Holder(s)  


Name & Address  
,  
,  
,  
,

Bank/Building Society Account Number  

--	--	--	--	--	--	--	--	--	--

Contact Telephone Number  
Name & Address of the payer (if different to the above)

Branch Sort Code  

--	--	--	--	--	--

Payment Frequency, tick the appropriate box  
Monthly  Half Yearly  Annually   
Payment Date, tick the appropriate box  
1st  8th  15th  25th   
I would like instalments to March

Name and full postal address of your Bank or Building Society  
To: The Manager Bank / Building Society  
Address  
  
Postcode

**Instruction to your Bank or Building Society**  
Please pay Harborough District 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 Harborough District Council and, if so, details will be passed electronically to my Bank/Building Society.

Reference Number  

--	--	--	--	--	--	--	--	--	--

Signature(s)  
  
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 accept instructions to pay Direct Debits.

If there are any changes to the amount, date or frequency of your Direct Debit Harborough District Council will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Harborough District 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 Harborough District 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 Harborough District 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.

