

Borough of Broxbourne

Borough Offices, Bishops' College
Churchgate, Cheshunt, Waltham Cross
Herts EN8 9XG

Please fill in the whole form including official use box using a ball point pen and return to Broxbourne Borough Council at the above address.

Name(s) of account holder(s)

Bank/building society account number

Branch sort code

Name and full postal address of your bank or building society

To: The Manager Bank/Building Society

.....

Address:

.....

.....

..... Postcode

Business rates reference number

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

Service user number:

FOR BROXBOURNE BOROUGH COUNCIL OFFICIAL USE ONLY

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

Tick your choice of payment date and number of monthly instalments

- 1st of the month
 15th of the month
 25th of the month

- 10 months 12 months

If you do not indicate a preference, the first of the month and 10 monthly instalments is assumed.

Instruction to your bank or building society

Please pay Broxbourne 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 Broxbourne 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 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 Broxbourne Borough Council will notify you three working days in advance of your account being debited or as otherwise agreed. If you request Broxbourne 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 Broxbourne 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 Broxbourne 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.