



Name and address

Document reference: DDMANDAT/HBDD101

Direct Tel no. (023) 9244 6338/6340

Council Tax Account No.

Indicate your preferred payment date by ticking the relevant box.

Your Direct Debit will commence from the first available month because you are required to be given advance notice of payments of at least 10 working days plus postal time.

Monthly ½ yearly Annual

Instruction to your Bank/Building Society to pay by Direct Debit

Please complete and send to: **Revenues & Benefits Services,
PO Box 75, Havant, PO9 2ER**



Full name and postal address of your Bank/Building Society

Originator's Identification Number

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Reference Number

Name(s) of Account Holder(s)

Bank/Building Society Account Number

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Branch Sort Code

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Instructions to your Bank or Building Society

Please pay Havant Borough Council Direct Debit from the account detailed in this instruction subject to the safeguard assured in the Direct Debit guarantee.

I understand that the instruction may remain with Havant Borough Council and if so, details will be passed electronically to my Bank/Building Society

Signature(s): _____

Date: _____

Banks & 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



**DIRECT
Debit**

This Guarantee is offered by all Banks & 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 are to be paid or the payment dates change Havant Borough Council will notify you 10 working days in advance of your account being debited or as otherwise agreed.

If an error is made by Havant Borough 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 anytime by writing to your Bank or Building Society. Please also send a copy letter to us.