

**PLEASE IGNORE IF YOU ALREADY PAY BY DIRECT DEBIT**



### Service Charge Payments

Please fill in the whole form using blue or black ink



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

Name and full postal address of your Bank or Building Society

To: The Manager	Bank/Building Society
Address	
Postcode	

Branch sort code

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Bank/Building Society account number

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Name(s) of Account Holder(s)

Name(s) of Account Holder(s)									
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Please send the completed form to:

Service Charge Advisor (Income Team)  
Daneshill House  
Danestrete  
Stevenage, Herts  
SG1 1HN  
Tel: (01438) 242666

Originator's Identification Number

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#### Payment date

Please choose a payment date by putting a cross in the box next to the date you prefer

1st  15th

This is not part of the instruction to your Bank or Building Society

#### Payer Details:

Name: .....

Address: .....

Telephone no: .....

Lease address if different: .....

#### Instructions to your Bank or Building Society

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

Payment Reference Number

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Signature(s)

Signature(s)									
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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 Stevenage Borough Council will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Stevenage 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 Stevenage 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 back when Stevenage 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.