

# Direct Debit Mandate



## INSTRUCTION TO YOUR BANK or BUILDING SOCIETY TO PAY DIRECT DEBITS

Please fill in the whole form and send it to:

Local Taxation Service  
P O Box 10505  
London  
N22 7WJ



Tick Choice of Payment Date  
(if neither box is ticked payment will be the 1<sup>st</sup> of month)

1<sup>st</sup>

15<sup>th</sup>

Name and address of your Bank or Building Society

To: The Manager	Bank / Building Society
_____	
Address	
_____	
Postcode	

Originator's Identification Number

9	9	2	3	5	7
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Please enter your Customer  
Reference Number:

Name(s) of Account Holder(s)

Bank / Building Society account number

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Branch Sort Code

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

Signature(s)

Date

Please note that Banks and Building Societies may not accept Direct Debit Instructions from some types of account.

If you do not hear from us within 10 days of returning this Instruction, please telephone our Call Centre on 0845 073 3557.

### Direct Debit Guarantee - Please keep this section for your records

- This guarantee is offered by all banks and 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 to be paid or the payment dates change Haringey Council will notify you at least 14 days in advance of your account being debited or as otherwise agreed.
- If an error is made by Haringey 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 any time by writing to your bank or building society. Please also send a copy of your letter to Haringey Council.