

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



Please fill in the whole form and send it to:

**Shared Service Centre | Revenues**

Business Rates (Haringey)

PO Box 55280

London

N22 9EN



Name(s) of account holder(s)


Service user number

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Tick your choice of payment date

(if no box is ticked, payment will be the 1st)

1<sup>st</sup>

15<sup>th</sup>

25<sup>th</sup>

Bank/building society account number

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Branch sort code

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

Business Rate reference number

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Name and full postal address of your bank/building society

To: The manager	bank/building society
Address	
Postcode	

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 **020 8489 1700**.

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



- This guarantee is offered by all banks and building societies that accept instructions to pay Direct Debit
- If there are any changes to the amount, date or frequency of your Direct Debit Haringey Council will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Haringey Council to collect 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 Haringey 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 Haringey 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.