



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

Please fill in the whole form including official use box using a ball point pen and post to:

Originator's Identification Number

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Chief Finance Officer
Finance Department
 St Albans District Council
 Civic Centre, St Peter's Street
 ST ALBANS
 AL1 3JE

For St Albans District Council official use only
Housing Rents Finance
 This is not part of the instruction to your Bank or Building Society

Branch Sort Code

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Property / Garage Address

Bank/Building Society account number

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email address:

Please tick your preferred payment date for
monthly instalments: 1st or 15th

Name and full postal address of your Bank or Building Society

To: The Manager
 _____ Bank/Building Society

Address

Post Code

Instruction to your Bank or Building Society

Please pay St Albans City and District 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 St Albans City and District Council.

Signature(s)

Date

Tenancy reference number

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Banks and Building Societies may not accept Direct Debit Instructions for some types of accounts



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 take part in the Direct Debit Scheme.
- ❖ If there are any changes to the amount, date or frequency of your Direct Debit St Albans District Council will notify you within 5 working days in advance of your account being debited or as otherwise agreed. If you request St Albans District 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 St Albans District 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 St Albans District 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.