



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 send to:

Originator's Identification Number

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

Property / Garage Address

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

Instruction to your Bank or Building Society

Please pay St Albans 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 District Council.

Signature(s)

Date

To: Head of Finance
 Finance Department
 St Albans District Council
 District Council Offices
 Civic Centre, St Peter's Street
 ST ALBANS, Herts, AL1 3JE

Name(s) of Account Holder(s)

Bank/Building Society account number

Branch Sort Code

Name and full postal address of your Bank or Building Society

To: The Manager Bank/Building Society

Address

Postcode

Tenancy Reference Number

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. 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 St Albans District Council will notify you within 5 working days in advance of your account being debited or as otherwise agreed.
- ❖ If an error is made by St Albans District 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 us.