



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:

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

Branch Sort Code

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Bank/Building Society account number

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Name(s) of Account Holder(s)

Name and full postal address of your Bank or Building Society

To: The Manager _____ Bank/Building Society
Address
Post Code

Tenancy reference number

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Originator's Identification Number

9	4	2	7	7	1
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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

email address:

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

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

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 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.