

Please fill in the whole form and send it to:

**Hambleton District Council, Civic Centre, Stone Cross,  
Northallerton, North Yorkshire, DL6 2UU**

Originators Identification Number

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Please note Direct Debits will be taken from your bank account on the 1st day of each month If you prefer to pay on 15th of each month please tick box

**1 Name and address of Payer**

**2 Address of property if different**

**3 Name and full postal address of your Bank or Building Society branch**

To: The Manager .....

.....Bank/Building Society

Address .....

..... Post Code .....

**4 Name(s) of account holder(s)**

**7 Council Tax/Rates Account Reference Number**

**5 Branch sort code**

(from the top right hand corner of your cheque)

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**8 Instruction to your Bank or Building Society**

Please pay HAMBLETON DISTRICT COUNCIL Direct Debits from the account detailed on this Instruction subject to the safeguards assured by the Direct Debit Guarantee.

**6 Bank or Building Society Account Number**

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Signature(s) .....

Date .....

**The Direct Debit Guarantee**

- This Guarantee is offered by all banks and building societies that accept instructions to pay Direct Debits
- If there are any changes to the amount, date or frequency of your Direct Debit Hambleton District Council will notify you 14 working days in advance of your account being debited or as otherwise agreed. If you request Hambleton 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 Hambleton 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 Hambleton 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.



**WANT TO STOP RECEIVING ANNOYING REMINDERS  
THEN SIGN UP FOR DIRECT DEBIT  
THE EASY WAY TO PAY**

**The majority of our payers now pay us using the Direct Debit method.**

**Why?**

They don't have to remember when the next payment is due  
They don't have to bother trailing to the council offices or bank.  
They don't have to remember how much is due (especially helpful after a change such as at the start of a new year).  
They don't have to make special arrangements when they go on holiday.  
The Council does all the work by automatically taking the right amount from their account on the right day.

*And best of all they don't receive any annoying reminders for forgetting an instalment due.*

**What to do now**

Just fill in the Direct Debit form on the back of this letter and return it immediately to us. We will do the rest.

We will contact your bank to set up the Direct Debit.

We will send you an amended bill showing what your instalments are and when they will be collected.

We will notify you of any changes to your payments such as at the start of a new year so that you are always aware of what is being collected.

**So stop receiving these annoying reminders and fill in the form on  
the back of this letter now.**