

**Corporate Accounts Receivable  
Corporate Debt**

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

Please fill in the whole form using a ball point pen and send it to:

Harrow Council  
P.O Box 891  
Civic Centre  
Harrow  
HA1 2ZA

1<sup>st</sup> of the month

15<sup>th</sup> of the month

Service user number

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Name(s) of account holder(s)


Enter Customer Number from your invoice

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Bank/building society account number

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Branch sort code

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Name and full postal address of your bank or building society

To: The Manager	Bank/building society
Address	
Postcode	

**Instruction to your bank or building society**

Please pay Harrow 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 Harrow Council and, if so, details will be passed electronically to my bank/building society.

Signature(s)
Date

Banks and building societies may not accept Direct Debit Instructions for some types of account

DD12

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 accept instructions to pay Direct Debits
- If there are any changes to the amount, date or frequency of your Direct Debit Harrow Council will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Harrow 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 Harrow 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 Harrow 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.