



**Resources & Commercial  
Business Rates**



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

**Please fill in the whole form using black ink  
and submit back to us via the evidence  
upload facility**

Originators  
identification number

8	5	2	3	5	8
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<b>1 Name(s) of Bank Account Holder(s)</b>	<b>Payments will be collected on the 1st of the month or the next working day. If you would like to pay over 12 months please tick the box</b> <input type="checkbox"/>

<b>2 Bank/Building Society Account No.</b>
<b>3 Branch Sort Code</b>

**Instruction to your Bank or Building Society**  
Please pay Harrow Council Direct Debits from the account detailed in the 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.

<b>4 Name and full postal address of your Bank or Building Society</b>
To: The Manager <span style="float: right;">Bank</span>
Address:
Postcode:

Signature(s):
Date:
Account reference number:
Banks and Building Societies may not accept Direct Debit Instructions for some types of account.

-----Detach here-----  
This guarantee should be detached and retained by the payer.

<p><b>The Direct Debit Guarantee</b></p> <ul style="list-style-type: none"> <li>• This guarantee is offered by all banks and building societies that accept instructions to pay Direct Debits</li> <li>• 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</li> <li>• 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.</li> <li>• 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 Harrow Council</li> </ul>
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