

# BENEFIT OVERPAYMENT DIRECT DEBIT APPLICATION FORM

Please complete parts 1 to 10 below if you would like to pay your benefit overpayment by direct debit. If you have any questions please call the Benefits Overpayments section on 01279 446486/6473.

## 1 Your name and address:

V2.2 6/10/2009


<b>FOR OFFICE USE ONLY</b>
Input by: _____
Date: _____

## 2 In case of a query please provide your telephone number:

## 3 Benefits Overpayment account reference:

## 4 Please indicate your monthly payment date by a ✓ in one of the boxes below:

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

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

Now complete parts 5 to 10 below, which provide the details for your bank or building society to pay by direct debit. **Once all parts are completed please return this form to:**

REVENUES & BENEFITS, HARLOW COUNCIL, CIVIC CENTRE, THE WATER GARDENS, HARLOW, ESSEX, CM20 1WG

Upon receipt of this form, a bill will be issued to you showing the amounts and when they will be debited from your bank account.



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



## 5 Name and FULL postal Address of your bank or building society:


Service user number:

Reference:

## 6 Name(s) of account holder(s):

### Instruction to your bank or building society:

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

## 7 Bank/building society account number:

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## 9 Signature(s):

## 8 Branch sort code:

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10 Date:

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

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, Harlow Council will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Harlow 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 Harlow 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 Harlow 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.