



## Service Charge Account Direct Debit Application Form

### Instructions to your Bank or Building Society to pay your Service Charges by Direct Debit

Please complete the whole form and send it to:

Home Ownership  
Harlow District Council  
Civic Centre  
The Water Gardens  
Harlow  
Essex, CM20 1WG

Your Name:

Address:

Postcode:

Contact Telephone No.:

### Name and full postal address of your Bank or Building Society:

To the Manager	Bank or Building Society
Address	
Postcode	

### Name(s) of Account Holder(s):


### Bank/Building Society Account Number:

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### Branch Sort Code:

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### Originator's Identification Number

9	9	0	7	4	9
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### Account Reference Number

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### Instructions to your Bank or Building Society

Please pay Harlow 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 Harlow District Council and, if so, details will be passed electronically to my Bank/Building Society.

### I wish for this account to be debited on the

5<sup>th</sup> ☐ 15<sup>th</sup> ☐ 25<sup>th</sup> ☐ day of each month.

(Please tick the box of your preferred payment date)

Signed:

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 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.