



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

Sales ledger



Originators Identification Number

9	4	1	7	6	3
---	---	---	---	---	---

Please fill the whole form in **BLOCK CAPITALS** and return to
Finance & Asset Management,
North Herts Council,
PO Box 10613, Nottingham, NG6 6DW
Or email it to: sales@north-herts.gov.uk

FOR INFORMATION ONLY

This is not part of the instruction to your Bank/Building Society
Payment for recurring invoices will be taken on the next collection date following the due date of the invoice. Collection dates are either 5th or 20th monthly. Where this date falls on a weekend or Bank holiday payment will be taken on the next working day.

1. Name(s) of Account Holder(s)

2. Branch Sort Code

--	--	--	--	--	--	--	--	--

3. Bank/Building Society Account number:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

4. Name and full postal address of your Bank/Building Society:

To: The Manager

--	--	--	--	--	--	--	--	--	--

--	--	--	--	--	--	--	--	--	--

 Bank/ Building Society

Address

--	--	--	--	--	--	--	--	--	--

--	--	--	--	--	--	--	--	--	--

Postcode

--	--	--	--	--	--	--	--

5. Reference (NHDC Customer Number – office use only)

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

6. Customer name:

7. Customer address:

INSTRUCTION TO YOUR BANK / BUILDING SOCIETY.

Please pay North Hertfordshire District Council Direct Debits from the account detailed on this instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that this instruction may remain with North Hertfordshire District Council and, if so, details will be passed electronically to my Bank/Building Society.

Signature(s)

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Date

D	D	M	M	Y	Y
---	---	---	---	---	---

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 take part in the Direct Debit Scheme. The efficiency and security of the scheme is monitored and protected by your own Bank/Building Society.
- * If the amounts to be paid or the payment dates change, NORTH HERTFORDSHIRE DISTRICT COUNCIL will notify you 10 working days in advance of your account being debited or as otherwise agreed.
- * If an error is made by NORTH HERTFORDSHIRE DISTRICT COUNCIL or your Bank or Building Society, you are guaranteed a full and immediate refund from your branch of the amount paid.
- * You can cancel a Direct Debit at any time by writing to your Bank or Building Society. Please also send a copy of your letter to us.

