



Unless you are required to have more than one signature on the instruction, the quickest and easiest way to set up a direct debit instruction is online at www.huntingdonshire.gov.uk/ddmandate or by ringing 01480 388030 during office hours with your bank details ready.

Alternatively, you can print off this form, complete it with your bank details, sign it and return it to the address shown on the instruction.

Please quote your Council Tax reference number in the space provided on the front of the form or write your address on this page if you don't know your reference number when returning the form to this office.

The reference number is shown in the black box at the top right hand corner of your bill and is an eight digit number starting with a 4.

Address:

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

Huntingdonshire District Council
Pathfinder House
St Mary's Street
Huntingdon
PE29 3TN

Name(s) of Account Holder(s)

Bank/Building Society account number

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Branch Sort Code

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Name and full postal address of
your Bank/Building Society

To: The Manager	Bank/Building Society
Address	
Postcode	

Reference:

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

Service user number

9	8	0	2	4	3
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Choose your Payment Date - Please Tick

THIS IS NOT PART OF THE INSTRUCTION TO YOUR BANK OR BUILDING SOCIETY.

15th over 10 months

15th over 12 months

1st over 10 months

1st over 12 months

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Instruction to your Bank or Building Society

Please pay Huntingdonshire 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 Huntingdonshire District 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

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 Huntingdonshire District Council will notify you ten working days in advance of your account being debited or as otherwise agreed. If you request Huntingdonshire District 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 Huntingdonshire District 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 Huntingdonshire District 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.