



NAME :

ADDRESS :

REF NO.

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

I WISH TO PAY ON:-

1<sup>ST</sup>     15<sup>TH</sup>     25<sup>TH</sup>    PLEASE TICK ONE BOX

**FOR HIGH PEAK BOROUGH COUNCIL USE ONLY** This is not part of the instruction to your Bank or Building Society, but please complete this too.

Please fill in the whole form INCLUDING OFFICIAL USE BOX above using a ball point pen and send to:  
**HIGH PEAK BOROUGH COUNCIL**  
TOWN HALL, MARKET PLACE  
BUXTON  
DERBYSHIRE SK17 6EL

Name and full postal address of your Bank or Building Society

To The Manager	Bank/Building Society
Address	
Postcode	

Reference Number (shown on your bill)

01-								
-----	--	--	--	--	--	--	--	--

Banks and Building Societies may not accept Direct Debit instructions from some types of account.

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

Originator's Identification Number

9	1	3	4	6	2
---	---	---	---	---	---

Name(s) of Account Holder(s)


Bank/Building Society account number

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

Branch Sort Code

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

### Instruction to your Bank or Building Society

Please pay High Peak Borough 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 High Peak Borough Council and, if so, details will be passed electronically to my Bank/Building Society.

Signature(s)

\_\_\_\_\_

\_\_\_\_\_

Date

### The Direct Debit Guarantee



- This Guarantee is offered by all banks and building societies that accept instructions to pay Direct Debits.
- If there are changes to the amount, date or frequency of your Direct Debit High Peak Borough Council will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request High Peak Borough 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 High Peak Borough 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 High Peak Borough 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.