



High Peak Borough Council
working for our community



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

Please fill in the whole form **INCLUDING OFFICIAL USE BOX** using a ball point pen and send to:

HIGH PEAK BOROUGH COUNCIL
 COUNCIL TAX SECTION
 TOWN HALL
 BUXTON
 DERBYSHIRE
 SK17 6EL

Originator's Identification Number

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Name(s) of Account Holder(s)

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Bank/Building Society account number

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Branch Sort Code

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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)

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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.

REF. NO.
 NAME
 ADDRESS

I WISH TO PAY ON:-
 1st 15th 25th **PLEASE TICK ONE BOX**

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 _____

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

Please cut off and keep your guarantee

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 or Building Society.
- If the amounts to be paid or the payment dates change, High Peak Borough Council will notify you 10 working days in advance of your account being debited or as otherwise agreed.
- If an error is made by High Peak Borough 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.