

REQUEST TO PAY RENT BY DIRECT DEBIT

If you wish to use the Direct Debit Scheme, please complete the following section(s).

I wish to pay my rent by Direct Debit, I have signed and returned a completed Direct Debit Instruction.

NAME: _____

ADDRESS: _____

RENT REFERENCE: _____
(This appears on the bottom left hand corner of your Allpay card)

Complete this section only if you have a Council garage.

NAME: _____

ADDRESS OF GARAGE: _____

GARAGE REFERENCE: _____
(This appears on the bottom left hand corner of your Allpay card)

Preferred date in the month for collection? 1st 8th 15th

Do you currently pay your rent by Standing Order? YES NO

Signed: _____ Date: _____

Please return this form together with your completed Direct Debit Instruction (both parts) to the Finance Team, at the address below:-

High Peak Borough Council
Buxton Town Hall, Market Place, Buxton, Derbyshire SK17 6EL
Phone 0345 129 8075 or 01298 28430 www.highpeak.gov.uk

**Instruction to your Bank
or Building Society to pay Direct Debits**



Originator's Identification Number

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Please fill in the whole form and send it to:

High Peak Borough Council, Buxton Town Hall, Market Place, Buxton, Derbyshire, SK17 6EL

1. Name and full postal address of your Bank or Building Society Branch.

To: The Manager _____	
_____ Bank or Building Society	
Address _____	
_____ Postcode _____	

2. Name(s) of account holder(s).

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5. High Peak Borough Council reference number
(as shown on the bottom of your allpay card)

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3. Branch sort code
(from the top right hand corner of your cheque)

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6. Instruction to your Bank or Building Society.
Please pay High Peak Borough Council
Direct Debits from the account detailed on
this Instruction subject to all safeguards
assured by The Direct Debit Guarantee.

4. Bank or Building Society account number.

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Signature:

Date:

Bank 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 instruction to pay Direct Debits.

If there are any changes to the amount, date or frequency of your Direct Debit H.P.B.C. will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request H.P.B.C. 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 H.P.B.C. 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 H.P.B.C. 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.

This Guarantee should be detached and retained by the Customer