



Direct Debit is a more convenient way of paying. There are no cheques to write, no paperwork or postage and there is no queuing, because Bedford Borough Council can arrange payments for you with your Bank or Building Society.

This guarantee should be detached and retained by the Payee.

BEDFORD
BOROUGH COUNCIL

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 Bedford Borough Council will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Bedford 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 Bedford 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 Bedford 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.

If you wish to pay by Direct Debit please complete the form below and return it to Bedford Borough Council, Local Taxation Office, Borough Hall, Cauldwell Street, Bedford MK42 9AP in order for arrangements to be made with your Bank/Building Society. You can choose from four payments dates, 1st, 7th, 15th or 25th of the month. Payment will normally be for 10 or 12 months each year. Please tick the box on the instruction below to indicate your preferred payment option.



BEDFORD BOROUGH COUNCIL

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



Bedford Borough Council, Local Taxation Office, Borough Hall, Cauldwell Street, Bedford MK42 9AP

INSTRUCTION TO YOUR BANK/BUILDING SOCIETY TO PAY DIRECT DEBITS

Name and full postal address of your Bank or Building Society branch (BLOCK CAPITALS PLEASE)

Originators Identification Number

| | | | | | |
|---|---|---|---|---|---|
| 9 | 9 | 0 | 7 | 8 | 8 |
|---|---|---|---|---|---|

| |
|-----------------------|
| To: The Manager |
| Bank/Building Society |
| Address |
| Postcode |

Name(s) of account holder(s) - the name(s) printed on your cheques

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Bank or Building Society account number

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

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Direct Debit reference number (This will be entered by the Council)

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Instruction to your Bank or Building Society

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

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|--------------|
| Signature(s) |
| Date |

This section is not part of the Instruction to your Bank or Building Society but should be completed by you for the use of Bedford Borough Council.

Please insert name and address of the liable person

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|---------|
| Name |
| Address |
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| |

Please insert name and address of the Direct Debit Payer (if not the liable person)

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|---------|
| Name |
| Address |
| |
| |

Preferred payment date (please tick one)

- 1st (10 months, May to February)
- 7th (10 months) 7th (12 months)
- 15th (10 months) 15th (12 months)
- 25th (10 months) 25th (12 months)

Payments taken on 7th, 15th or 25th will usually be April to January for 10 months or April to March for 12 months

Account Number (shown on the bill)

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

DIRECT DEBIT

Direct Debit makes every other method of payment seem obsolete - and hard work

The advantages are:

- no cheques to write
- no letters to post
- no queuing to pay
- you cannot forget to pay
- your Bank or Building Society does all the work - but you stay in control
- payments may be made over 12 monthly instalments, (April to March).

Please complete the details overleaf and send the form to Bedford Borough Council. The Council will notify you in advance of the payments and their due dates.