



Direct Debit Mandate for Service Charges



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 it to:

Home Ownership and Rents Team
Welwyn Hatfield Borough Council
The Campus
Welwyn Garden City
Herts
AL8 6AE

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 or Building Society

To: The Manager	Bank/Building Society
Address	
Postcode	

Reference Number

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Originator's Identification Number

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FOR OFFICIAL USE ONLY
This is not part of the instruction to your Bank or Building Society.

Instruction to your Bank or Building Society

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

Signature(s)
Date

Payment Date (please select)	1 st of the month		15 th of the month
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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. The efficiency and security of the Scheme is monitored and protected by your own Bank or Building Society.
- If there are any changes to the amount, date or frequency of your Direct Debit Welwyn Hatfield Borough Council will notify you 10 working days in advance of your account being debited or as otherwise agreed.
- If an error is made in the payment of your Direct Debit by Welwyn Hatfield 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 simply contacting your Bank or Building Society. Written confirmation may be required. Please also send a copy of your letter to us.