

Please fill in the whole form and send it to:

Herefordshire Council Revenues & Benefits Plough Lane Hereford HR4 0LE
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PAYMENT OF OVERPAYMENT OF HOUSING BENEFIT:

(Please add name of Service User if they are not
Account Holder)

Originator's Identification Number

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Name(s) of Account Holder(s)

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Reference Number

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Bank/Building Society account number

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Branch Sort Code

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Instruction to your Bank or Building Society

Please pay Herefordshire Council Direct Debits from the account detailed in this Instruction subject to safeguards assured by the Direct Debit Guarantee. I understand that this Instruction may remain with Herefordshire Council and if so, details will be passed electronically to my Bank/Building Society.

Name and full postal address of your Bank or Building Society

To: The Manager	Bank/Building Society
Address	
Postcode	

Signature(s)
Date

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



This guarantee should be detached and retained by the Payer

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 HEREFORDSHIRE COUNCIL will notify you 10 working days in advance of your account being debited or as otherwise agreed. If an error is made by HEREFORDSHIRE 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.