

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

Complete and email to:  
[businessrates@herefordshire.gov.uk](mailto:businessrates@herefordshire.gov.uk) or  
Print and post to:

Originator's Identification Number

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**ADDITIONAL INFORMATION**

This is not part of the instruction to your Bank or Building Society

Business Rates Herefordshire Council Plough Lane Hereford HR4 0LE
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Name(s) of Account Holder(s)

YOUR ADDRESS

Bank/Building Society account number

Branch Sort Code

Name and full postal address of your Bank or Building Society

Instruction to your Bank or Building Society  
**PLEASE PAY HEREFORDSHIRE 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 HEREFORDSHIRE COUNCIL and if so, details will be passed electronically to my Bank/ Building Society.

To: The Manager	Bank/Building Society
Address	
Postcode	
Your Account Number (First 8 Digits) which can be found on your bill	

Signature(s)

Date

Please state preferred date each month - 1, 10, 15 or 26

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



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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.