



Overpaid Housing Benefit The Direct Debit Guarantee

Account Enquiries to:
Revenues on
01256 844844

- 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, you will be told of this in advance by at least 14 days as agreed
- If an error is made by Basingstoke and Deane 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 writing to your Bank or Building Society. Please also send a copy of the letter to us.



Please cut along this line if you are returning the form below



DIRECT DEBIT INSTRUCTION Instruction to your Bank/Building Society to pay Direct Debits

Please complete parts 1-6 to instruct your branch to make payments directly from your account.

Then return the form DIRECT TO: BASINGSTOKE AND DEANE BOROUGH COUNCIL



1 Please write full postal address of your branch in the box below

To: The Manager _____
 _____ Bank/Bldg Society
 Address _____

 _____ Postcode _____

Originator's Identification Number **9 5 6 3 3 4**

2 Name of account holder

5 Account Reference (Originator's Reference)

3 Account number

4 Sort code

6 Your instructions to the Bank/Building Society and signatures(s)

Please pay Basingstoke and Deane Borough Council Direct Debits from the account detailed on the instruction subject to the safeguards assured by the Direct Debit Guarantee.

Signature(s) _____

 Date _____

Banks/Building Societies may refuse to accept instructions to pay Direct Debits from some types of account