



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:

Kingston upon Hull City Council
ASC Income and Payments Team
Freepost RSJC-KKBE-ABXZ
Hull Revenues and Benefits
Po Box 15
Hull
HU1 2AB

Service user number

5 0 7 2 2 6

FOR KINGSTON UPON HULL CITY COUNCIL OFFICIAL USE ONLY
This is not part of the instruction to your bank or building society.

Payment will be taken on the 1st of every month. Tick the box below if you agree

1st

Name(s) of account holder(s)

Two empty text boxes for account holder name.

Bank/building society account number

Eight empty boxes for account number.

Branch sort code

Six empty boxes for branch sort code.

Name and full postal address of your bank or building society

Form with fields: To: The Manager, Bank/building society, Address, Postcode.

Instruction to your bank or building society

Please pay Kingston upon Hull City 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 Kingston upon Hull City Council and, if so, details will be passed electronically to my bank/building society.

Form with fields: Signature(s), Date.

Reference

One empty text box for reference.

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 by Direct Debits.
- If there are any changes to the amount, date or frequency of your Direct Debit Hull City Council will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Hull City Council to collect a payment, confirmation of the amount and date will be given to you at the time of request.
- If an error is made in the payment of your Direct Debit, by Hull City 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 Hull City 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.

This document can be made available in other languages and formats (including large print, audio tape and Braille as appropriate). Please telephone 01482 300 300.