

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

Please fill in the whole form using a ball point pen and send it to:

Kingston upon Hull City Council
c/o NPS Group
Earle House
Colonial Street
Hull
HU2 8JY

Originators identification number

688001

Name(s) of account holders

Bank/Building Society account number

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Branch sort code

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To: The Manager Bank/Building Society

Bank Address

Postcode

FOR (Hull City Council) OFFICIAL USE ONLY
This is not part of the instruction to your Bank or Building Society

Tenant Name:
Account Reference:

HULL PROPERTY

Instruction to your Bank or Building Society

Please pay 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 Hull City Council and, if so, details will be passed electronically to my Bank/Building Society.

Signature(s)

Date

Account reference

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This guarantee should be detached and retained by the payer

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