

Please complete all sections, save and then email to:  
[housing.finance@dartford.gov.uk](mailto:housing.finance@dartford.gov.uk)



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

Housing Finance Team  
 Dartford Borough Council  
 Civic Centre  
 Home Gardens  
 Dartford  
 Kent  
 DA1 1DR

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Originator's Identification Number

**Name(s) of Account Holder(s)**


PLEASE COMPLETE IN FULL:  
 This is not part of the instruction to your Bank or Building Society.

**NAME:**

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**Bank/Building Society account number**

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**HOME ADDRESS:**

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**Branch Sort Code**

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**GARAGE ADDRESS:**

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**Name and full postal address of your Bank or Building Society**

To: The Manager	Bank/Building Society
Address	
Postcode	

**Instruction to your Bank or Building Society**  
 Please pay Dartford Borough 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 Dartford Borough Council and, if so, details will be passed electronically to my Bank/Building Society.

Signature(s)

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**Customer Reference Number**

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Date

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**Weekly payments to start from:**

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

DD11

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 This guarantee should be detached and retained by the Payer.




- 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 Dartford Borough Council will notify you ten working days in advance of your account being debited or as otherwise agreed.
- If an error is made by Dartford 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 your letter to us.