



<p>Please fill in the whole form, including official box, using a ball point pen and send to:</p> <p><b>The Garage Team (Finance)</b>  <b>Welwyn Hatfield Borough Council</b>                  The Campus                  Welwyn Garden City                  Hertfordshire                  AL8 6AE</p>	<h2 style="margin: 0;">Instruction to your Bank or Building Society to pay by Direct Debit</h2> <p style="margin: 10px 0 0 0;"><b>Originator's Identification Number:</b></p> <table style="margin: 0 auto; border-collapse: collapse;"> <tr> <td style="border: 1px solid black; padding: 2px 5px;">9</td> <td style="border: 1px solid black; padding: 2px 5px;">9</td> <td style="border: 1px solid black; padding: 2px 5px;">0</td> <td style="border: 1px solid black; padding: 2px 5px;">9</td> <td style="border: 1px solid black; padding: 2px 5px;">1</td> <td style="border: 1px solid black; padding: 2px 5px;">0</td> </tr> </table>	9	9	0	9	1	0								
9	9	0	9	1	0										
<p><b>Name(s) of Account Holder(s):</b></p> <div style="border: 1px solid black; height: 30px; width: 100%; margin-bottom: 5px;"></div> <div style="border: 1px solid black; height: 30px; width: 100%;"></div>	<div style="border: 1px solid black; padding: 5px;"> <p style="margin: 0;"><b>FOR OFFICIAL USE ONLY</b></p> <p style="margin: 0;">This is not part of the instruction to your Bank or Building Society</p> <p style="margin: 10px 0 0 0; font-size: 1.2em;"><b>GARAGE</b></p> </div>														
<p><b>Bank or Building Society Account Number:</b></p> <table style="margin: 0 auto; border-collapse: collapse;"> <tr> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> </tr> </table> <p><b>Branch Sort Code:</b></p> <table style="margin: 0 auto; border-collapse: collapse;"> <tr> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> </tr> </table>															<p>The information collected on this form is necessary to administer your Council garage account and will not be used for any other purposes.</p> <p>Welwyn Hatfield Borough Council is committed to protecting your privacy when you use our services. This Privacy Notice explains how we use information about you and how we protect your privacy: <a href="http://www.welhat.gov.uk/privacy-notice">www.welhat.gov.uk/privacy-notice</a></p>
<p><b>Name and full postal address of your Bank or Building Society</b></p> <p>To: The Manager                  .....                  Bank/Building Society:                  .....                  Address:                  .....                  .....                  Postcode:                  .....</p>	<p><b>Instruction to your Bank or Building Society</b></p> <p>Please pay Welwyn Hatfield 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 Welwyn Hatfield Borough Council and, if so, details will be passed electronically to my Bank/Building Society.</p> <p><b>Signature(s):</b>                  .....                  .....</p> <p><b>Date:</b>                  .....</p>														
<p><b>Reference Number:</b>                      <b>FOR OFFICIAL USE ONLY</b></p> <div style="border: 1px solid black; height: 25px; width: 100%; margin-top: 5px;"></div>	<p><b>Payment date</b> (please tick one box):</p> <p>1st of the month <input style="width: 30px; height: 20px;" type="checkbox"/>                      15th of the month <input style="width: 30px; height: 20px;" type="checkbox"/></p>														

## The Direct Debit Guarantee

- This Guarantee is offered by all Banks and Building Societies that accept instructions to pay Direct Debits.
- The efficiency and security of the Scheme is monitored and protected by your own Bank or Building Society.
- If there are any changes to the amount, date or frequency of your Direct Debit, Welwyn Hatfield Borough Council will notify you 10 working days in advance of your account being debited or as otherwise agreed.

- If an error is made in the payment of your Direct Debit by Welwyn Hatfield Borough Council or your Bank or Building Society, you are guaranteed a full and immediate refund from your Bank or Building Society.
- If you receive a refund you are not entitled to, you must pay it back when Welwyn Hatfield Borough Council asks you to.





## WELWYN HATFIELD