

## Garage Rent Payments

Please fill in the whole form using blue or black ink

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

To the Manager Bank / Building Society

.....

### Address

.....

.....

..... Postcode: .....

### Branch sort code

-  -

### Bank / Building Society account number

### Name(s) of account holder(s)

.....

.....

### Please send completed form to:

Garage Services  
Daneshill House  
Danestrete  
Stevenage,  
Herts SG1 1HN

### Payment Reference number

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

### Originator's Identification number

994075

### Payment Date

Please choose a payment date by putting a cross in the box next to the date you prefer.

1<sup>st</sup>  8<sup>th</sup>  15<sup>th</sup>  22<sup>nd</sup>

This is not part of the instruction to your Bank or Building Society

### Payer details:

Name: .....

Address: .....

.....

### Garage address:

.....

### Instructions to your Bank or Building Society

Please pay Stevenage 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 Stevenage Borough Council and, if so, details will be passed electronically to my Bank or Building Society.

Signature(s)

.....

.....

Date: .....

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

.....  
**This guarantee should be detached and retained by the payer**

This guarantee is offered by all Banks and Building Societies that accept instructions to pay by Direct Debit.

If there are any changes to the amount, date or frequency of your Direct Debit, Stevenage Borough Council will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Stevenage Borough 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 Stevenage Borough 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 Stevenage Borough Council asks you to.

You can cancel a Direct Debit at any time by contacting your bank or building society. Written confirmation may be required. Please also notify us.

## Thank you for choosing to make your payment by Direct Debit

Please ensure that you've indicated which payment date you require.

For payments to be claimed from your bank on the 1<sup>st</sup> of the month, the signed and completed mandate be received by Stevenage Borough Council by the 8<sup>th</sup> of the previous month.

For payments to be claimed from your bank on the 8<sup>th</sup> of the month, the signed and completed mandate be received by Stevenage Borough Council by the 15<sup>th</sup> of the previous month.

For payments to be claimed from your bank on the 15<sup>th</sup> of the month, the signed and completed mandate be received by Stevenage Borough Council by the 22<sup>nd</sup> of the previous month.

For payments to be claimed from your bank on the 22<sup>nd</sup> of the month, the signed and completed mandate be received by Stevenage Borough Council by the 29<sup>th</sup> of the previous month.

If you return your signed and completed mandate after these dates, we will probably not be able to claim your first payment from your bank until the second month from receipt of the mandate, and you will need to continue making payments yourself during that time.

Mandate received 8<sup>th</sup> August - Direct Debit first payment 1<sup>st</sup> September

Mandate received 9<sup>th</sup> August - Direct Debit first payment 1<sup>st</sup> October

Mandate received 15<sup>th</sup> August - Direct Debit first payment 8<sup>th</sup> September

Mandate received 16<sup>th</sup> August - Direct Debit first payment 8<sup>th</sup> October

Mandate received 22<sup>nd</sup> August - Direct Debit first payment 15<sup>th</sup> September

Mandate received 23<sup>rd</sup> August - Direct Debit first payment 15<sup>th</sup> October

Mandate received 29<sup>th</sup> August - Direct Debit first payment 22<sup>nd</sup> September

Mandate received 30<sup>th</sup> August - Direct Debit first payment 22<sup>nd</sup> October