



# Instruction to your bank or building society to pay by Direct Debit

Please fill in the whole form and send it to: Benefits, Brighton & Hove City Council, Hove Town Hall, Hove, BN3 3BQ

**Name and full postal address of your bank or building society:**

To: The Manager	Bank/building society
Address	
Postcode	

**Service user number**

9	7	3	7	0	0
---	---	---	---	---	---

**Name(s) of account holder(s)**


**Instruction to your bank or building society**

Please pay Brighton & Hove 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 Brighton & Hove City Council, if so, details will be passed electronically to my bank/building society.

**Bank/building society account number**

--	--	--	--	--	--	--	--

**Branch sort code**

--	--	--	--	--	--

**Reference (Your 8-digit invoice number)**

7							
---	--	--	--	--	--	--	--

Signature(s)
Date

Banks and building societies may not accept Direct Debit Instructions for some types of account

This is not part of the Instruction to your bank or building society and will be detached by Brighton & Hove City Council before submission to the paying bank.

Claim ref	Select your preferred monthly payment date (tick one box only) <table border="1"> <tr> <td>1st</td> <td> </td> <td>6th</td> <td> </td> <td>15th</td> <td> </td> <td>25th</td> <td> </td> </tr> </table> Please state the <b>monthly amount</b> you are able to pay towards your Housing Benefit invoice: £ _____ per month <b>This amount will need to be agreed by the Housing Benefit Recovery Team and they may need to call you to discuss this.</b>	1st		6th		15th		25th	
1st			6th		15th		25th		
Claim name (as shown on invoice)									
Your name (if different to claim name)									
Your current address									
Telephone number(s)									
Email address									

This guarantee should be detached and retained by the payer.

## 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 Brighton & Hove City Council will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Brighton & Hove 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 Brighton & Hove 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 Brighton & Hove 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.