



## Housing Benefit Overpayment Direct Debit Form

Payment by Direct Debit is the most convenient and cost effective method for paying your invoice.

**You will need to contact us first to enquire if your Invoice can be paid in instalments. If we agreed to spread your payments we will confirm a monthly Payment Plan for you.**

Please tick the box below to indicate your preferred date for your Direct Debit payment to be made:

**1<sup>st</sup> of each month**

**15<sup>th</sup> of each month**

Please complete your bank account information over the page, sign and date the form. Once you have entered all the information, please return the form to:

**By post:** Huntingdonshire District Council, Pathfinder House, St Marys Street, Huntingdon, Cambs, PE29 3TN

**By email:** Please send a scanned copy only to [hboverpayments@huntingdonshire.gov.uk](mailto:hboverpayments@huntingdonshire.gov.uk)

**Name:**

**Address:**

**Customer Reference:**

**Please provide the information requested below in case we need to contact you:**

**Telephone no.**

**Email address.**

### How to contact us:

If you have any questions about this form, you can contact us by:

Telephone: 01480 388874 or 01480 388308

Email: [hboverpayments@huntingdonshire.gov.uk](mailto:hboverpayments@huntingdonshire.gov.uk)

Office use only: Do Not Scan – please return directly to Housing Benefits

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

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

Benefits Service  
Pathfinder House  
St Marys Street  
Huntingdon  
PE29 3TN

Service user number

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FOR HUNTINGDONSHIRE DISTRICT COUNCIL OFFICIAL USE ONLY  
This is not part of the instruction to your bank or building society.

Name(s) of account holder(s)


Bank/building society account number

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Branch sort code

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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 Huntingdonshire District 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 Huntingdonshire District Council and, if so, details will be passed electronically to my bank/building society.

Signature(s)
Date

Reference

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

DD11

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 Huntingdonshire District Council will notify you ten working days in advance of your account being debited or as otherwise agreed. If you request Huntingdonshire District 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 Huntingdonshire District 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 Huntingdonshire District 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.