

## 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:

Runnymede Borough Council  
Revenues Department  
Civic Centre  
Station Road  
Addlestone  
Surrey  
KT15 2AH

Service user number

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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	

FOR RUNNYMEDE BC OFFICIAL USE ONLY  
This is not part of the instruction to your bank or building society.

Please complete this instruction if you wish to pay your **Council Tax** to Runnymede Borough by Direct Debit

Please tick your preferred payment date for payment of

Council Tax  1<sup>st</sup> of the month  8<sup>th</sup> of the month

15<sup>th</sup> of the month  22<sup>nd</sup> of the month

Please tick your preferred frequency of payments:

10 monthly instalments (statutory instalment scheme)

12 monthly instalments (April to March)

**Instruction to your bank or building society**

Please pay Runnymede 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 Runnymede Borough Council and, if so, details will be passed electronically to my bank/building society.

Signature(s)

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Date

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Council Tax Account Reference Number (please complete)

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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.

## 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 Runnymede Borough Council will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Runnymede 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 Runnymede 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 Runnymede Borough 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.