

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

Please fill in the whole of this form and return it to: -  
Runnymede Borough Council, Civic Offices, Station Road, Addlestone, Surrey KT15 2AH  
Name and Address:

Originator Identification  
Number: -

**990865**

**1. Name and full postal address of your Bank or Building Society Branch.**

To The Manager	Bank/Building Society
Address	
Postcode	

**5 Council Tax Account No.**

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


**6. Instructions 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

**3. Bank or Building Society account number**

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**4. Branch Sort Code**

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Signature(s)
Date

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



**THE DIRECT DEBIT GUARANTEE.**

**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 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.