



# RUNNYMEDE BOROUGH COUNCIL



## BUSINESS RATES

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

Name: \_\_\_\_\_

Address: \_\_\_\_\_

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

Originator Identification Number: -

**9 9 0 8 6 5**

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

To The Manager	Bank/Building Soc
Address	
Postcode	

5 Reference No. \_\_\_\_\_

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

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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**

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**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 take part in the Direct Debit Scheme. The efficiency and security of the Scheme is monitored and protected by your own Bank or Building Society.
- If the amounts to be paid or the payment dates change Runnymede Borough Council will notify you 14 days in advance of your account being debited or as otherwise agreed.
- If an error is made by Runnymede Borough Council or your Bank or Building Society, you are guaranteed a full and immediate refund from your branch of the amount paid.
- You can cancel a Direct Debit at any time by writing to your Bank or Building Society. Please also send a copy of your letter to Runnymede Borough Council.