Runnymede BOROUGH COUNCIL

Finance Department

Dear Council Tax payer

Standing Order form for payment of Council Tax

Please find below a standing order form for the payment of Council Tax.

You will find all the information needed to complete the form in your Council Tax bill. Please complete the form by quoting the initial instalment to be paid, state the number of further instalments to be made and the amounts payable thereafter. Please also ensure that your Council Tax account number is quoted. Detach the form and forward it to your bank or building society.

If you have any queries regarding the standing order, please call the Council Tax section on 01932 425400.

Yours faithfully,

N.W. Boyd

Head of Revenues & Benefits

Please detach here:

Runnymede Borough Council – Standing order for payment of Council Tax

Please complete the details below which you will find in your Council Tax bill and forward this form to your bank or building socicety in time for the first installment due on the 1st of the month

Please pay and initial amount of (**£**) due on

and ( ) further installments of (**£**) on the 1st of each month

From ( ) to ( )

Quoting Council Tax account number: _____

To: _____ Bank/Building Society

Please credit: Runnymede Borough Council

Details: Co-operative Bank Sort Code: **08-90-34** Account number: **61106163**

Please pay the above amounts quoted on the dates stated or until this order is cancelled by me /us in writing. Please also quote the Council Tax account number shown above when making payment as instructed.

Account number to be debited: _____

Name(s) of account to be debited: _____

Signature(s): _____ Date: _____

Email address: counciltax@runnymede.gov.uk
Tel: 01932 425400

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