



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

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

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

Name(s) of Account Holder(s)

--

Bank/Building Society account number

--	--	--	--	--	--	--	--

Branch Sort Code

--	--	--	--	--	--

Name and full postal address of your Bank or Building Society

To: The Manager	Bank/building society
Address	
Postcode	

Business Rates account reference number

7							
---	--	--	--	--	--	--	--

Service user number

9	9	0	8	6	5
---	---	---	---	---	---

For Runnymede Borough Council 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 **Business Rates** to Runnymede Borough Council by Direct Debit.

Please **tick** your preferred payment date

- | | |
|--|--|
| <input type="checkbox"/> 1st of the month | <input type="checkbox"/> 8th of the month |
| <input type="checkbox"/> 15th of the month | <input type="checkbox"/> 22nd of the month |

Please **tick** your preferred frequency of payments

- | |
|---|
| <input type="checkbox"/> 10 monthly instalments (statutory instalment scheme) |
| <input type="checkbox"/> 12 monthly instalments (April to March) |

Instruction to your Bank or Building Society

Please pay Runnymede BC 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 BC and, if so, details will be passed electronically to my Bank/Building Society.

Signature(s)
Date

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

DDI 1 5/15

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.