

**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 Redditch Borough Council will notify you 14 working days in advance of your account being debited or as otherwise agreed. If you request Redditch Borough Council to collect a payment, confirmation of the amount and date will be given to you at the time of request.
- ◆ If an error is made in the payment of your Direct Debit, by Redditch 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 Redditch 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.

**Direct Debiting Instruction (Non-Domestic Rates)**



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

Please fill in the whole form and send it to:  
 Revenues Services, Redditch Borough Council,  
 Town Hall, Walter Stranz Square, Redditch, Worcs. B98 8AH

Originators Identification Number

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

To: The Manager \_\_\_\_\_ Bank/Building Society  
 Address \_\_\_\_\_ Postcode \_\_\_\_\_

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

**5** Account reference

**3** Branch sort code (if known)

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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**6** Instruction to your Bank or Building Society

Please pay REDDITCH BOROUGH COUNCIL Direct Debits from the account detailed on this instruction subject to the safeguards assured by the Direct Debit Guarantee, shown above. I understand that this instruction may remain with Redditch Borough Council and, if so, details will be passed electronically to my Bank/Building society.

**4** Bank or Building Society account number

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Signature (s) \_\_\_\_\_  
 \_\_\_\_\_ Date \_\_\_\_\_

Please tick your preferred payment date

<b>1</b>	<input type="checkbox"/>	<b>8</b>	<input type="checkbox"/>	<b>15</b>	<input type="checkbox"/>	<b>25</b>	<input type="checkbox"/>
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Please tell us your telephone number in the event of a query \_\_\_\_\_



**DIRECT**  
**Debit**

PLEASE ENSURE YOUR NAME AND  
ADDRESS IS SHOWN IN THE BOX  
PROVIDED BELOW.