Revenues Services,
Redditch Borough Council,
Town Hall, Walter Stranz Square
Redditch, Worcs. B98 8AH
Telephone Direct Line (01527) 534023
Fax No. (01527) 534138
Email Address: revenues@redditchbc.gov.uk

REDDITCH BOROUGH COUNCIL

making a difference

www.redditchbc.gov.uk

DIRECT DEBIT GUARANTEE

DIRECT Debit

◆ 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.

Thank you for paying by Direct Debit
Please complete all sections below and return to the above address

Your Name: _____ Daytime Tel: _____

Your Address: _____

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

DIRECT Debit

Originators Identification Number | 9 | 9 | 4 | 7 | 1 | 4 |

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   Council Tax Reference Number

3   Branch sort code (if known)

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

Signature (s) _____

_____Date _____

Please tick your preferred payment date   **1** [ ]   **15** [ ]   **25** [ ]

DIRECT Debit

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