

Direct Debit Instruction for Council Tax or National Non Domestic



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

Name and full address of your Bank or Building Society

Bank or Building Society:
Address:
Postcode:

Originator's Identification Number:

624590

Council Tax or National Non Domestic Rate Account Number

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Instructions to your Bank or Building Society

Please pay The Royal Borough of Kingston upon Thames 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 The Royal Borough of Kingston upon Thames and, if so, details will be passed electronically to my Bank / Building Society

Name (s) of account holders (s)

Bank or Building Society account number

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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

FOR RBK CUSTOMER USE ONLY
This is not part of the instruction to your Bank or Building Society

Please tick the appropriate box to select your instalment date:

- | | |
|---|--|
| <input type="checkbox"/> 1st day of each month | <input type="checkbox"/> Half-yearly: 1st April followed by 1 st Sept |
| <input type="checkbox"/> 15th day of each month | <input type="checkbox"/> Annually on 1st April |

Your name and address _____

Please return this form to: Revenues and Benefits Department, Royal Borough of Kingston, Guildhall 2, Kingston upon Thames, Surrey, KT1 1EU



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 The Royal Borough of Kingston upon Thames will notify you 14 days in advance of your account being debited or as otherwise agreed.
- If an error is made by The Royal Borough of Kingston upon Thames 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 The Royal Borough of Kingston upon Thames.