DIRECT Debit

Instruction to your Bank or Building Society to pay Direct Debits

THE ROYAL BOROUGH OF
KINGSTON UPON THAMES

Originators identification
Number

6	2	9	5	4	6

Rents

Please fill in the whole form and send it to: Finance Data Services, Guildhall 2, Kingston upon Thames, Surrey KT1 1EU

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

TO: The Manager

_____ Bank/Building Society

Postcode

2   Name(s) of account holders:

3   Branch sort code (from the top right hand corner of your cheque):

		-			-		

4   Bank or Building Society Account Number:

5   Tenant Account Number:

6   Instruction to your Bank or Building Society:

Please pay the Royal Borough of Kingston upon Thames Direct Debits from the account detailed on this instruction subject to the safeguards assured by the Direct Debit Guarantee.

Signature(s): _____

Date: _____

STANDING ORDER CANCELLATION   (delete this section if cancellation of a Standing Order is not required)

Please cancel my/our Standing Order authority payable to: _____

Reference No: _____

From the following Account
Name of Bank or Building Society: _____

Branch Sort Code

| | | - | | | - | | |

Account No

Customers Account Name: _____

Signature(s)   Date:

✂

PLEASE KEEP THIS IN A SAFE PLACE
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, The Royal Borough of Kingston will notify you 14 days in advance of your account being debited or as otherwise agreed. If you request the Royal Borough of Kingston 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 the Royal Borough of Kingston upon Thames 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 the Royal Borough of Kingston 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 notify us.**

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