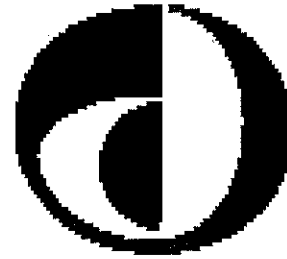




**North Warwickshire  
Borough Council**



**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:

North Warwickshire Borough Council  
Directorate of Finance  
The Council House  
South Street  
Atherstone  
Warwickshire CV9 1DE

Originator's Identification Number

9 4 2 5 8 2

Reference Number

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

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	

**Instruction to your Bank or Building Society**

Please pay North Warwickshire Borough Council 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 North Warwickshire Borough Council, and, if so, details will be passed electronically to my Bank / Building Society.

**FOR NWBC OFFICIAL USE ONLY**

This is not part of the instruction to your Bank or Building Society. Payments will be taken on 20th of the Month.

Signature(s)

Date

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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 North Warwickshire Borough Council will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request North Warwickshire 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 North Warwickshire 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 North Warwickshire 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.

## The Easy Way To Pay Your Sundry Council Bills

### Why pay your Sundry Council Bill by Direct Debit?

1. No worries about remembering to pay at the right time.
2. No need to write out and post cheques.
3. No queuing at Cash Offices, Post Offices or Bank / Building Societies.
4. No need to complete a new Bankers Order each year.
5. It helps keep the Council's Collection costs under control.
6. If the amount you are due to pay changes, you do not need to complete a new instruction to inform your Bank / Building Society. The Council do this automatically for you.

### What guarantee does the Council offer?

1. The Direct Debit will be presented to the bank account you name and will only be used for purposes listed below. (1)
2. The amounts will be advised to you at least 14 days before the first payment date.
3. In the unlikely event of Direct Debits being presented in error, an immediate refund from your Bank / Building Society will be made.
4. You may cancel your instruction at any time by notifying your Bank / Building Society and / or the Council.

### How to arrange payment by Direct Debit

Simply complete the Direct Debit instruction overleaf and return it to:

North Warwickshire Borough Council,  
The Council House,  
South Street,  
Atherstone,  
Warwickshire.  
CV9 1DE.

Please QUOTE your ACCOUNT REFERENCE NUMBER where marked (This can be found on your Invoice)

(1) Sundry Council bills may be for the following purposes: Industrial rents, shop rents, trade refuse, cesspool emptyings and disposals, planning applications, building regulation fees and general financial agreements. The Direct Debit instruction does NOT cover Council Tax or Non Domestic Rates payments.