



# DIRECT DEBIT INSTRUCTION

INSTRUCTIONS TO YOUR BANK/BUILDING SOCIETY TO PAY BY DIRECT DEBIT. Please complete parts 1 to 7 to instruct your Bank/Building Society to make payments directly from your account. **Then return the form direct to North Warwickshire Borough Council**

1. Please write the full postal address of your Bank/Building Society Branch in the box above.

2. Name(s) of Account Holder

3. Bank Account Number

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4. Bank/Building Society Branch Sort Code

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5. Address

Return to :

NORTH WARWICKSHIRE BOROUGH COUNCIL  
THE COUNCIL HOUSE, SOUTH STREET  
ATHERSTONE, WARWICKSHIRE, CV9 1DE

## Non Domestic Rates

Originator's Identification Number

9	4	0	7	6	2
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6. Non Domestic Rates Account Number :

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7. Instruction to Bank/Building Society

- I instruct you to pay Direct Debits from my account at the request of North Warwickshire Borough Council
- The amounts are variable and may be debited on one of the dates below
- I understand that North Warwickshire Borough Council may change the amounts and dates only after giving me prior notice
- I will inform the Bank/Building Society in writing if I wish to cancel this instruction
- I understand that if any Direct Debit is paid which breaks the terms of this instruction, the Bank/Building Society will make a refund

Signature(s) :

Date:

**Payment date is the 1<sup>st</sup> of each month**



## The Direct Debit Guarantee

- This Guarantee is offered by all Banks and Building Societies that accept instructions to pay by Direct Debit.
- If there are any changes to the amount date or frequency of your Direct Debit, North Warwickshire Borough Council will notify you ten 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