

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

Originators Identification Number

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Please fill in the whole form including official use box using a ball point pen and send it back to:

Revenues and Benefits, Civic Centre, 44  
York Street, Twickenham TW1 3BZ

Name(s) of (Bank or Building Society) Account Holders(s):


Bank or Building Society account number:

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Branch Sort Code:

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Name and full postal address of your Bank or Building Society

To: The Manager	Bank or Building Society
Address	
Post Code	

Reference Number (Council Tax Account Number):

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**Banks and Building Societies may not accept Direct Debit Instructions for some types of accounts**

FOR LONDON BOROUGH OF RICHMOND OFFICIAL USE  
ONLY

This is not part of the instruction to your Bank or Building Society YOU SHOULD HOWEVER FILL IT IN TO LET US KNOW YOUR ADDRESS, WHICH DATE YOU WANT TO PAY AND THE NUMBER OF PAYMENTS EACH YEAR. WE WILL CHOOSE THE 1<sup>ST</sup> AND MONTHLY FOR YOU IF THE BOXES ARE NOT TICKED

YOUR NAME AND ADDRESS


PREFERRED PAYMENT DATE: (PLEASE TICK)

1ST  18TH

PREFERRED FREQUENCY: (PLEASE TICK)

MONTHLY  QUARTERLY

HALF YEARLY  ANNUALLY

Instruction to your Bank or Building Society

Please pay London Borough of Richmond 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 London Borough of Richmond and, if so, details will be passed electronically to my Bank/Building Society

Signature(s)
Date

## 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, London Borough of Richmond will notify you at least 10 working days in advance of your account being debited or as otherwise agreed.
- If an error is made by London Borough of Richmond 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 us.