

Please fill in the whole form using ball pen and send it to

Reigate and Banstead Borough Council
Local Taxation Department
Town Hall
Castlefield Road
Reigate
Surrey
RH2 0SH

Originators Identification Number

8	5	8	6	7	6
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Council Tax Reference

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Name(s) of Account Holder(s)

FOR REIGATE & BANSTEAD BOROUGH COUNCIL OFFICIAL USE ONLY

This is not part of the instruction to your Bank or Building Society

Please identify which day of the month you would like your charge debited

First 1st Fifteenth 15th

Bank/Building Society account number

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Branch Sort Code

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Instruction to your Bank or Building Society

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

Name and full postal address of your Bank or Building Society

To: The Manager Bank/Building Society

Address

Postcode

Signature(s)

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Date

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Bank and Building Societies may not accept Direct Debit Instructions for some types of account



This guarantee should be detached and retained by the Payer.

- 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 Reigate and Banstead Borough Council will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Reigate and Banstead 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 Reigate and Banstead 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 Reigate and Banstead 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.