



WARWICK DISTRICT COUNCIL
 PO BOX 258
 ROYAL LEAMINGTON SPA
 WARWICKSHIRE
 CV32 5RU



PAYMENT OF NON DOMESTIC RATES BY DIRECT DEBIT

To take advantage of paying by Direct Debit, please complete the instruction and return it to us at the above address, NOT to your Bank or Building Society.

Payments will be collected on the 1st, 5th, 10th, 15th, 20th or 25th of each month, normally April to the following January, so please indicate below which date you require. If neither is ticked, payments will be requested on the 1st.

1st 5th 10th 15th 20 25th

Instruction to your Bank or Building Society to pay Direct Debits

Please complete parts 1 to 4, sign and send the form back to:

WARWICK DISTRICT COUNCIL, PO BOX 258, ROYAL LEAMINGTON SPA CV32 5RU

Your Bank/Building Society details

Name of Bank or Building Society:

Reference:

Name of Account Holders:

Account number:

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Sort Code:

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Note: Banks or Building Societies may refuse to accept Instructions to pay by Direct Debit from certain types of account

Instruction to your Bank or Building Society
 Please pay WARWICK DISTRICT COUNCIL Direct Debits from the accounts detailed in this instruction subject to the safeguards assured by the Direct Debit Guarantee.

 I understand that this instruction may remain with WARWICK DISTRICT COUNCIL and, if so, details will be passed electronically to my Bank or Building Society.

Service User Number 940447

Signature(s)

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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 WARWICK DISTRICT COUNCIL will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request WARWICK DISTRICT 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 WARWICK DISTRICT COUNCIL or you 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 WARWICK DISTRICT COUNCIL asks you to.
- You can cancel a Direct Debit at any time by writing to your Bank or Building Society. Written confirmation may be required. Please also notify us.