



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

Please fill in the whole form and send it to: Revenues Unit, Rugby Borough Council, Town Hall, Rugby, Over John.

Name and full postal address of your Bank or Building Society

Bank/Building Society Service User Number 3 8 8 Address Postcode Name(s) of Account Holder(s) Instruction to your Bank or Building Society Please pay Rugby 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 Rugby Borough Council and, if so, details will be passed electronically to my Bank/Building Society. Bank/Building Society account number **Branch Sort Code** Reference Number Banks and Building Societies may not accept Direct Debit Instructions for some types of account This is not part of the instruction to your bank or building society and must be detatched by Rugby Borough Council before submission to the paying bank Account Reference: Name Please choose the payment option to suit you by ticking the appropriate box below Address Once a year 26th Half vearly Monthly 12th 26th Weekly/fortnightly/4 weekly (Monday)

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 Rugby BC will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Rugby BC to collect a payment, confirmation of the amount and date will be given to you at the time of request.
- If an error is made in the payment of your Direct Debit by Rugby BC 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 were not entitled to, you must pay it back when Rugby BC asks you to.
- You can cancel a Direct Debit at any time by simply contactingyour Bank or Building Society. Please also send a copy of your letter to us.