



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 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 Charnwood Borough Council will notify you 10 working days in advance of your account being debited or as otherwise agreed.
- ◆ If an error is made by Charnwood Borough Council 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.

Please fill in **all** shaded areas below, cut along the line above and retain the guarantee for your information. Return the rest of the form to Charnwood Borough Council. The information you give in this first section is for use by the Council only and is not part of the Instruction to your Bank or Building Society.

Your name and address

Address of rated property (if different)

Charnwood Borough Council to retain this middle section and will send the lower portion only to bank.



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



Please fill in **all** the shaded areas below and send the form to: Charnwood Borough Council, Revenues Division, Southfields, Loughborough, Leics, LE11 2TU.

Name and full postal address of your Bank or Building Society

To: The Manager	Bank/Building Society
Address :	
Postcode :	

Originator's Identification Number

9	5	0	9	2	0
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Reference / Business Rates Number

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Instruction to your Bank or Building Society

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

Name(s) of Account Holder(s)

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Bank/Building Society account number

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Branch Sort Code

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Signature(s)	
Date	

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