



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

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

Your name and address

Address of property to which Business Rates relates

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

Please fill in **all** shaded areas below and send the form to: Charnwood Borough Council, Business Rates, PO Box 191, Erith, DA8 9FD.



Name and full postal address of your Bank or Building Society

To the Manager                      Bank / Building Society

Address

Originator's Identification 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 Bank Account Holder(s)

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Reference / Business Rate Number (office use only)

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Bank/Building Society Account Number

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Bank Sort Code

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Signature(s):	
Date:	
Phone No (day)	

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