3323/1109

WOKINGHAM
BOROUGH COUNCIL

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

Please fill in the whole form in black ink including official use box using a ball point pen and send it to:

Wokingham Borough Council
P.O. Box 152
Shute End
Wokingham
Berkshire
RG40 1WJ

Name(s) of Account Holder(s)

Bank/Building Society account number

Bank Sort Code

Name and full postal address of your Bank or Building Society

To the Manager Bank/Building Society

Address:

Postcode:

Reference Number

Originator's Identification Number

8	5	8	6	4	8

FOR WOKINGHAM BOROUGH COUNCIL OFFICIAL USE ONLY

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

Preferred Payment Date (Please tick)

1st 10th 20th

Instruction to your Bank or Building Society

Please pay Wokingham Borough Council Direct Debits from the account detailed in the instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that this instruction may remain with Wokingham Borough Council and if so details will be passed electronically to my Bank/Building Society.

Signature(s):

Date:

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

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 Wokingham Borough Council will notify you 14 working days in advance of your account being debited or as otherwise agreed. If you request Wokingham 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 Wokingham 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 Wokingham 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.

COUNCIL TAX PAYMENTS MADE SAFE AND EASY WITH

Currently 6 out of every 10 taxpayers pay their council tax by Direct Debit. We would like to recommend Direct Debit to you.

Millions of people in this Country have recognised that Direct Debit offers the safest and most convenient way of paying bills. With Direct Debit, there are no cheques to write, no monthly paperwork or postage, and no queuing, because payments are made for you by your Bank or Building Society in accordance with your instructions.

DIRECT DEBIT SAVES MONEY AND HELPS KEEP COUNCIL TAX DOWN

On a personal level many Banks and Building Societies make a smaller charge for Direct Debit transactions than for cash or cheque processing. If you have to pay Bank or Building Society charges adopting Direct Debit could save you money.

In addition Direct Debit offers the Council significant savings over other payment methods. These savings are passed on to you the taxpayer in the form of lower charges and improved services.

DIRECT DEBIT OFFERS YOU A CHOICE WHEN YOU PAY

The Council has recognised the benefits of encouraging Direct Debit and allows a choice of dates when you can pay your Council Tax, but only if you pay by Direct Debit. All non Direct Debit instalments have to be paid on the 1st of the month, but with Direct Debit you can pay on the 1st, 10th or 20th of the month, whichever suits you better.

ONLY DIRECT DEBIT GIVES YOU A GUARANTEE

When you sign a Direct Debit, money will not be requested from your Bank or Building Society until we have notified you in writing of the amounts and dates of payment. You will be told at least 14 days in advance - leaving you in total control of your account.

You are free to cancel at any time and unlike other payment methods, with Direct Debit you are given a repayment guarantee. In the unlikely event of an error ever occurring you are guaranteed an immediate refund into your Bank or Building Society account.

INTERESTED?

If you wish to adopt the safest and most convenient payment method, simply complete the Direct Debit instruction on the reverse of this form. Send it back to the Council and we will arrange for your Council Tax bill to be paid using this facility.