



**WOKINGHAM
BOROUGH COUNCIL**



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

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

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

Name(s) of Account Holder(s)

Reference Number

Bank/Building Society account number

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Sort Code

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Name and full postal address of your Bank or
Building Society

To the Manager Bank/Building Society

Address

..... Postcode

Originators Identifications

6	7	9	5	2	6
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For Official Use Only

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

Payment Dates (Please tick)

1st	4 Weekly
Monthly Billing	For Care Services Only

Telephone Number

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 take part in the Direct Debit Scheme. The efficiency and security of the Scheme is monitored and protected by your own Banks or Building Society.
- If the amounts to be paid or the payment dates change Wokingham Borough Council will notify you 14 working days in advance of your account being debited or as otherwise agreed.
- If an error is made by Wokingham 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.



What is Direct Debit?

A Direct Debit is an instruction from you to your bank or building society authorising us to collect.

Interested?

Please Complete the Direct Debit Instruction overleaf and return in the pre-paid envelope provided.

Advantages of Direct Debit

Paying by Direct Debit is less expensive; it saves travelling costs or stamps.

Paying with Direct Debit is convenient there are no cheques to write, no queuing to pay or travelling time!

Direct Debit payers don't forget to pay so they don't get any reminders!

Direct Debit payers stay in control, you can cancel the Direct Debit at any time and choose from one of two alternate monthly payment dates.

Fact

75% of the population pay at least one bill by Direct Debit.

Fact

70% of Council taxpayers use Direct Debit.