



**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)

<input type="checkbox"/> 1st	<input type="checkbox"/> 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.