



Town Hall, Walter Stranz Square, Redditch, Worcs B98 8AH
Telephone (01527) 534030 DIRECT LINE

Name and Address.

COUNCIL TAX PAYMENTS MADE EASY

Dear Tax Payer,

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, Redditch Borough Council will notify you at least 14 working days in advance of your account being debited or as otherwise agreed.

If an error is made by Redditch 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 send a copy of your letter to us.

Its simple, just complete the Direct Debit instruction below and return it to the address above.

ACT NOW AND GIVE YOURSELF PEACE OF MIND

DIRECT DEBITING INSTRUCTION (COUNCIL TAX)

Instruction to your Bank/Building Society to pay Direct Debit.

Please complete parts 1-5 to instruct your branch to make payments directly from your account.

Then return the form direct to: REDDITCH BOROUGH COUNCIL AT THE ADDRESS ABOVE



Please write the full postal address of your branch
In the box below

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

Originator's identification number

9	9	4	7	1	4
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Reference

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2 Name of account Holder(s)

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3 Sort code (if Known)

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4 Account Number

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5 Your instructions to the Bank/Building Society

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

Signature (s) _____ Date _____

Banks/Building Societies may refuse to accept Instructions to pay from some types of account.

BANKS AND BUILDING SOCIETIES DO NOT NEED TO ACKNOWLEDGE

Please tick your preferred payment date

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