



Instruction to your Bank or Building Society to pay Direct Debit

Please fill in the whole form and send it to:

THE REVENUES SECTION, TAMWORTH BOROUGH COUNCIL
MARMION HOUSE, LICHFIELD STREET, TAMWORTH, STAFFS, B79 7BZ

Name and full postal address of your Bank or Building Society

To: The Manager	Bank or Building Society
Address:	
Postcode:	

Name(s) of Account Holder(s):

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Bank/ Building Society account number:

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Branch sort code:

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Originators Identification Number

9	8	3	2	4	6
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Tamworth Borough Council Reference Number

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Instruction to your Bank or Building Society

Please pay Tamworth Borough Council Direct Debits from the account detailed on this instruction to the safeguards assured by the Direct Debit Guarantee. I understand that this instruction may remain with Tamworth 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, Tamworth Borough Council will notify you ten working days in advance of your account being debited or as otherwise agreed. If you request Tamworth 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 Tamworth 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 Tamworth 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.



No more queuing, paying for postage, or the need to remember- just one signature and you can leave the rest to your Bank or Building Society.

So how do I change to Direct Debit?

Simply fill in your name(s) and address below and complete and return the Direct Debit Instruction overleaf to the address shown at the top of the instruction.

Alternatively you can set up Direct Debit by 'phoning us on 01827 709553. If you do this, please have your Non-Domestic Rates account reference to hand as well as your bank details.

Full Name of Liable Person(s)

Rates Reference Number (if known)

Address of property
