

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

Please fill in the whole form using a ballpoint pen and send it to:

Revenues Section, Epsom & Ewell Borough Council,  
Town Hall, The Parade, Epsom, Surrey, KT18 5BY

Name and full postal address of your Bank or Building Society.

To: The Manager _____ _____ Bank/Building Society
Address _____ _____
_____ Post Code _____

Service User Number

9	9	2	4	5	3
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Business Rate Reference number

1	0								
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**Instruction to your Bank or Building Society**

Please pay Epsom and Ewell 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 Epsom & Ewell Borough Council and, if so details will be passed electronically to my Bank/Building Society

Name(s) of Account Holder(s)

Branch sort code

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Bank/Building Society Account Number

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Signature(s)

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Date \_\_\_\_\_

Banks and Building Societies may not accept direct debit instructions for some types of account

**This is not part of the instruction to your bank or building society.**

Please tick your preferred frequency of payment and payment date

- Monthly on  1st     15th                       Quarterly (payments 1st April, 1st July, 1st October, 1st December)
- Half yearly (payments 1st April & 1st October)     Annually (payments 1st April)

Address of Rate Payer \_\_\_\_\_

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**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 Epsom & Ewell Borough Council will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Epsom & Ewell Borough Council to collect a payment, confirmation of the amount and date will be given to you at the time of your request.
- If an error is made in the payment of your Direct Debit by Epsom & Ewell 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 Epsom & Ewell 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.