

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

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Council Tax Reference number

8	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)

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 8th 22nd Quarterly (payments 1st April, 1st July, 1st October, 1st December)
- Half yearly (payments 1st April & 1st October) Annually (payments 1st April)

Address of Council Tax Payer _____

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.