



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

Please fill in the whole form including official box using a black ball point pen and send it to:

West Berkshire Council
Council Offices
Market Street
Newbury
RG14 5LD

Name(s) of Account Holder(s)

Bank/ Building Society account Number

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Branch 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	

Council Tax Account Number

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Service User Number (SUN)

9	9	5	8	5	6
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FOR WEST BERKSHIRE COUNCIL USE ONLY

This is not part of the instruction to your Bank or Building Society

Payment Options (Please tick)

Please state your preferred date for payment:

- ☐ 1st
☐ 15th
☐ 21st

Please select your preferred payment schedule:

- ☐ 10 Monthly Instalments
☐ 12 Monthly Instalments

Instruction to your Bank or Building Society

Please pay West Berkshire Council Direct Debits from the account detailed in this Instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that this Instruction may remain with the West Berkshire Council and, if so, details will be passed electronically to my Bank/Building Society.

Signature(s)

Date

WBC/F/IB/0124

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 Bank or Building Society.
- If the amounts to be paid or the payment dates change West Berkshire Council will notify you 10 working days in advance of your account being debited or as otherwise agreed.
- If an error is made by West Berkshire 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