



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

**Elmbridge Borough Council
Local Taxation Office
Civic Centre
High Street
Esher
Surrey KT10 9SD**

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

Originators Identification Number

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Name(s) of Account Holder(s)

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

Bank/Building Society account number

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1st line address _____

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	

Instruction to your Bank or Building Society

Please pay Elmbridge Borough 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 Elmbridge Borough Council and, if so, details will be passed electronically to my Bank/Building Society.

Signature(s)

Date

Business rate account number (from your bill)

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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 Elmbridge Borough Council will notify you 10 working days in advance of your account being debited or as otherwise agreed.
- If an error is made by Elmbridge 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 also send a copy of your letter to us.

Direct Debit

The advantages

If you have a bank or building society account, this is an easy way for you to pay and there is normally no charge for this service.

There is no need to:-

- write cheques
- buy stamps or envelopes
- wait in queues

One instruction is all it takes, and it will continue from one year to the next.

The safeguards

You are fully protected against error and, in the unlikely event of a mistake being made, your bank or building society guarantees a full refund. You will be notified of amounts due at least 10 working days in advance of payment so that you can check the details.

You may cancel your Instruction at any time by notifying your bank or building society and advising the Council.

Here's what to do...

To pay by Direct Debit just complete the instructions (overleaf) and send it (or hand it) to the Council. The Instruction is simple to complete needing only:-

- certain information about your Bank account (which you will find on any of your cheques)
- your signature and the date

And finally...

The most convenient way to pay Business Rates is by Direct Debit. I hope you will agree to this method which will make payment easier for you and at the same time help the Council keep down costs.

Local Taxation Office
Elmbridge Borough Council
Helpline: (01372) 474030
Minicom: (01372) 474219
(8.45 am-5.00 pm)

When you have completed the instruction please send or take it to Elmbridge Borough Council (NOT your Bank or Building Society)
