

# Woking Borough Council

# Instruction to your Bank/Building Society to pay by Direct Debit



Please complete the whole form (including the 'Official Box No. 6') in ball point pen and send it to Woking Borough Council, Exchequer Division, Civic Offices, Gloucester Square, Woking GU21 6YL.

Originator's Identification number

**1** Name and full postal address of your Bank or Building Society

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To: The Manager .....  
 .....  
 Bank/Building Society  
 Address.....  
 .....  
 Postcode.....

**2** Name(s) of Account holder(s)

**3** Bank/Building Society Account Number

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**4** Branch Sort Code

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**5** Brates Reference Number

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**6**

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

PLEASE TICK THE PREFERRED MONTHLY PAYMENT DATE:

1  10  20

Please indicate the property to which this form applies:-

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

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

Signature(s).....  
 .....  
 Date.....

Banks/Building Societies may not accept Direct Debits 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 the organisation will notify you (normally 10 working days) in advance of your account being debited or as otherwise agreed. If you request the organisation 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 the organisation 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 the organisation 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.