



ASHFORD
BOROUGH COUNCIL

Instruction to your bank or building society to pay by Direct Debit



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

REVENUES SERVICES, ASHFORD BOROUGH COUNCIL,
CIVIC CENTRE, TANNERY LANE, ASHFORD, KENT TN23
1PL

Service user number

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Reference

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Instruction to your bank or building society.

Name and full postal address of your bank or building society

To: The Manager	Bank/building society
Address	
Postcode	

Please pay Ashford 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 Ashford Borough Council and, if so, details will be passed electronically to my bank or building society.

Name(s) of account holder(s)

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Signature(s) _____

Date _____

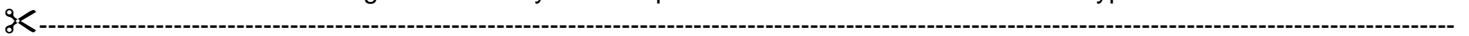
Branch sort code

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Bank or building society account number

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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 accept instructions to pay Direct Debits
- If there are any changes to the amount, date or frequency of your Direct Debit Ashford Borough Council will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Ashford Borough Council 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 Ashford 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 Ashford 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.



ASHFORD
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Make it easy and pay your Council Tax/Non-Domestic Rates by DIRECT DEBIT

Why choose Direct Debit?

- * You save money (there are no postage or travel costs)
- * You have a money back guarantee (see over the page for details)
- * You don't have to complete a new Instruction each time the amounts change
- * You don't have to queue to pay

What to do?

- * Simply fill in this Direct Debit Instruction form **and return it to the Council** at the address shown below **or ring (01233) 331111 with your bank details** to set a Direct Debit up over the telephone.
- * When completing the form, please note that if your bank or building society account number has less than 8 digits, you should enter zeros followed by the account number. If your account number has more than 8 digits, only enter the LAST 8 digits in the Bank or Building Society account number box.
- * The monthly instalment is automatically transferred from your account to the Council's on the 1st day of the month, normally by monthly instalments starting in April.
- * For further information phone the Revenues Services on (01233) 331111 or write to:
Ashford Borough Council
Revenues Services, Civic Centre,
Tannery Lane, Ashford, Kent
TN23 1PL