

Instruction to your Bank or Building Society to pay Direct Debits



Please fill in the whole form and send it to:

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

Originators Identification Number

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Name and address

Council Tax account number

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

To: The Manager	Bank/Building Society
Postcode	

2. Name(s) of account holder(s)

3. Branch sort code (from the top right corner of your cheque)

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4. Bank or Building Society account number

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5. Instruction to your Bank or Building Society.

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

Signature _____

Date _____

Telephone _____
(optional - if you provide your telephone number, we will be able to contact you if there are any queries about this form.)

Banks and Building Societies may not accept Direct Debit Instructions for some types of account.

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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, you will be told of this in advance by at least ten days as agreed.

If an error is made by Ashford Borough Council or your Bank/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 the Council.



ASHFORD
BOROUGH COUNCIL

Make it easy and pay your Council Tax 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