



Rushcliffe  
Borough Council

# INSTRUCTION TO YOUR BANK/BUILDING SOCIETY TO PAY DIRECT DEBITS

CTDDMAND



Please complete parts 1-5 to instruct your branch to make payments direct from your account in respect of Council Tax.

Originator's  
Identification  
Number

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Council Tax  
Billing Number

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(not an integral part of this instruction)

Then return the form to:- **Revenues Services,  
Rushcliffe Borough Council, Civic Centre, Pavilion Road,  
West Bridgford, Nottingham NG2 5FE**

1. Please write the name of your branch and the address  
To: The Manager

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.....  
.....

2. Name of account holder

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3. Bank Account Number

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4. Sort Code

			-				-			
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5. Instruction to your Bank or Building Society  
**Please pay Rushcliffe 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 Rushcliffe  
Borough Council and, if so, details will  
be passed electronically to my Bank or  
Building Society.

Signature(s)

.....  
.....

Date

.....

**Banks/Building Societies may refuse to accept Instruction to pay Direct Debits from some types of account**

Please indicate when you wish to pay by  
ticking the appropriate box below.

Monthly 1<sup>st</sup>  7<sup>th</sup>  14<sup>th</sup>

Twice Yearly  (7<sup>th</sup> April & 7<sup>th</sup> September)

Your

Address .....  
.....  
.....

## 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 Rushcliffe Borough Council will notify you ten working days in advance of your account being debited or as otherwise agreed. If you request Rushcliffe 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 Rushcliffe 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 Rushcliffe 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.