



INSTRUCTION TO YOUR BANK/BUILDING SOCIETY TO PAY DIRECT DEBITS



[Empty box for stamp or signature]

Please return the form to:-
Rushcliffe Borough Council
Revenues Services
Rushcliffe Arena
Rugby Road
West Bridgford
Nottingham
NG2 7YG

Council Tax Billing Number \_\_\_\_\_

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.

Sort Code \_\_\_\_\_

Account Number \_\_\_\_\_

Name of account holder \_\_\_\_\_

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

Frequency Day of Month
10 Monthly 1st [ ] 7th [ ] 14th [ ]
12 Monthly 1st [ ] 7th [ ] 14th [ ]
Twice Yearly 7th [ ]

Signature(s) \_\_\_\_\_

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

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/Building Society.
If the amounts to be paid or the payment date changes, we will notify you 10 working days in advance of your account being debited or as otherwise agreed.
If an error is made by Rushcliffe 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 contacting us on 0115 981 9911, or sending an email to revenues@rushcliffe.gov.uk, or by contacting your Bank/Building Society who will in turn inform us of your cancellation.