

COUNCIL TAX / BUSINESS RATES

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

Please fill in the whole form using a ball point pen.

Service User Number

Name and address

9 2 0 1 7 5

Nuneaton & Bedworth Borough Council Account Reference

Please return completed form to:

**Nuneaton & Bedworth Borough Council
Finance & Procurement
Town Hall
Coton Road
Nuneaton
Warwickshire
CV11 5AA**

Name(s) of Account Holders(s)

For Nuneaton & Bedworth Borough Council
Official Use Only

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

Please select your preferred payment date:-

1st of each month Weekly

16th of each month Fortnightly

28th of each month 4 Weekly

If you do not tick any of the above the 1st of each month will be used.

Branch Sort Code

Bank/Building Society Account Number

Name and full postal address of your Bank or Building Society

To the Manager	Bank/Building Society
Address	
Post Code	

Instruction to your Bank or Building Society.

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

Signature(s)	
Date	Tel No:

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 Nuneaton & Bedworth Borough Council will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Nuneaton & Bedworth 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 Nuneaton & Bedworth 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 Nuneaton & Bedworth 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.