

Direct Debit instruction

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



Please fill in the form using black ink and return to: Wandsworth Council Business Rates Service, PO Box 65993, Town Hall, Wandsworth High Street, London SW18 9LB.

I would like to pay my account monthly on or after the

10th or 26th of each month

Service User Number

8 2 4 3 5 4

Please tick if you wish to pay over 12 instalments (rather than the statutory 10).

Name and full postal address of your bank or building society

To The Manager,	Bank/Building Society
Address	

Name(s) of
account holder(s)

Account
number

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Sort
code

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Reference (Business rates number)

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Instruction to your bank or building society

Please pay Wandsworth 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 Wandsworth Council and, if so, details will be passed electronically to my bank/building society.

Signature(s)	
Date	

Banks and building societies may not accept Direct Debit instructions for some types of accounts.

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



This guarantee should be detached and retained by the payer

Please note that Direct Debit payments are collected on the 10th and the 26th of each month. You have the option (on the main form) to spread your business rate payments over 12 monthly instalments, instead of the usual 10.