SPELTHORNE
BOROUGH COUNCIL

DIRECT Debit

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

Please fill in the shaded boxes using a ball point pen and send it to:

Garden Waste Scheme
Customer Services
Spelthorne Borough Council
Council Offices
Knowle Green
Staines
TW18 1XB

Service User Number

8	5	8	1	8	9

Name(s) of Account Holder(s)

Bank/Building Society account number

Branch Sort Code

Name and full postal address of your Bank or Building Society

To: The Manager — Bank/Building Society

Address

Postcode

Reference

FOR SPELTHORNE B.C. OFFICIAL USE ONLY
This is not part of the instruction to your Bank or Building Society.

Date Received

Date Input

NOTE TO BANK/BUILDING SOCIETY
If a date has not been entered above, please pass this form to Spellthorne BC at the address shown.

Your address

Postcode

Instruction to your Bank or Building Society

Please pay Spelthorne B.C 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 Spelthorne B.C 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 account

DDI1

This guarantee should be detached and retained by the Payer.

The Direct Debit Guarantee

DIRECT Debit

- 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 Spelthorne B.C will notify you 14 working days in advance of your account being debited or as otherwise agreed.
- If an error is made by Spelthorne B.C or your Bank or 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 us.