

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

Service User Number 997625

Please fill in the whole form using a ball point pen and send it to:
Kettering Borough Council
Municipal Offices
Bowling Green Road
Kettering
Northamptonshire
NN15 7QX

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 of Bank/Building Society:							
Address:							
Kettering Borough Council Account Number:							

Instruction to your Bank or Building Society

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

Signature(s):

Date:

For Kettering Borough Council official use only. This is not part of the instruction to your bank or building society.

Your Address:

Your Telephone Number:

Council Tax or Business Rates: Council Tax Business Rates

Direct Debit Date: 1st 15th

Banks and Building Societies may not accept Direct Debit Instructions for some types of account

The Direct Debit Guarantee

This guarantee should be detached and retained by the payer.

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