

Please complete the whole form including official use box using ball point pen and send it to:

Financial Assessment & Benefits Team
Reading Borough Council
Revenues Section
Civic Offices,
Bridge Street
Reading
RG1 2LU

Name(s) of Bank Account Holder(s)

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Bank/Building Society account number

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Branch Sort Code

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Name and full postal address of your Bank/Building Society

To: The Manager of (insert Bank/Building Society Name)

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Bank/Building Society Address:

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Bank/Building Society Postcode:

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Customer Reference Number

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

Service User Number:

2	8	2	2	1	7
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FOR READING BOROUGH COUNCIL OFFICIAL USE ONLY
This is not part of the instruction to your Bank or Building Society

The Council Offers direct debit on a 4 weekly cycle following receipt of an invoice.

Payment will be taken every 4 weeks following 10 working days notice of an invoice.

Instruction to your Bank or Building Society

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

Signature(s) of Bank Account Holder:

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Date:

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Banks and Building Societies may not accept Direct Debit instructions from 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 Reading Borough Council will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Reading 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 Reading Borough Council or your bank or building society you are entitled to a full and immediate refund of the amount paid from your bank of building society
 - If you receive a refund you are not entitled to, you must pay it back when Reading 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.