

Please fill in the whole form including the official use box using a ballpoint pen and send it to:

Reading Borough Council  
Revenues Section  
Civic Offices  
Bridge Street  
Reading RG1 2LU

Name(s) of Account Holder(s)


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 Bank/Building Society

Address

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Postcode

**Business Rates Reference Number:**

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

**Service User Number:**

2	5	0	2	1	0
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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 two payment dates. Please tick the box to show your preference.**

1<sup>st</sup> of the month     
  15<sup>th</sup> of the month

If no box is selected payment will be taken on the 1<sup>st</sup> of the month

## Instruction to your Bank or Building Society

Please pay Reading Borough Council 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)

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Date

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

 *Cut along the line and keep the Direct Debit Guarantee below*

## The Direct Debit Guarantee



- This guarantee is offered by all banks and building societies that keep 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 or 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.