



**Kennet District Council**  
**Instruction to your Bank or Building Society to pay**  
**by Direct Debit**



Originator's identification number 958676

**Please fill in this form and send it to;**  
 Kennet District Council, Browfort, Bath Road, Devizes, Wiltshire, SN10 2AT

1. Please write the full postal address of your Bank or Building Society in the box below:

|             |
|-------------|
| The Manager |
|             |
|             |
|             |

2. Reference  (For Business Rates only)

3. Name(s) of account holder(s)

4. Branch sort code (from the right hand corner of your cheque book) | | | | |

5. Bank/Building Society Account No | | | | | | | |

6. Please pay Kennet District Council Direct Debits from the account detailed on this instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that this instruction may remain with Kennet District 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 type of account.

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| <p><b><u>For official use only</u></b> This is not part of the instruction to your Bank or Building Society</p> <p><b>I/We wish to pay Business rates on a monthly half yearly annual basis, on 1<sup>st</sup> 15<sup>th</sup> or 28<sup>th</sup> of the month (please circle your preferred option)</b></p> |
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-----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 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 Kennet District Council will notify 10 working days in advance of your account being debited or as otherwise agreed.
- If an error is made by Kennet District Council 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 this letter to us.