



## Application to Pay Council Tax by Direct Debit

With a choice of payment dates to suit you, you'll spread the cost across the year and won't have to worry about being late to pay. So why not make the switch? Do it today and you won't regret it.

- Set up a Direct Debit with your bank and payments are made automatically but you stay in control – it can be cancelled at any time
- You are protected by the Direct Debit Guarantee below – you'll get a full refund from your bank if an error is made in the payment of your Direct Debit
- You can trust Direct Debit to be totally secure

To apply, please fill in the form below and email or post it to the address shown above. Alternatively you can set up a Direct Debit over the phone on **020 7361 3005**

### 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 you will be told of this in advance by at least 14 days as agreed
- ◆ If an error is made by us or your Bank/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

### Instruction to your Bank/Building Society to pay Direct Debits.



Please fill in the whole form then send it to the address shown above:

<b>1</b>	Name and full postal address of your Bank or Building Society branch.
To the Manager _____ Bank/Building Society.	
Address	
_____	
_____	
_____ Post Code	

<b>2</b>	Name(s) of Account Holder(s)
_____	

<b>3</b>	Branch Sort Code	_____	_____	_____	_____	_____	_____
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Originators Identification Number	8	5	2	6	8	7
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<b>4</b>	Bank/Building Society Account Number
_____	

Council Tax Account Reference	_____	_____	_____	_____	_____	_____	_____	_____	_____
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<b>5</b>	Instruction to your Bank or Building Society.
Please pay the Royal Borough of Kensington and Chelsea 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 the Royal Borough of Kensington and Chelsea and, if so, details will be passed electronically to my Bank/Building Society.	

Signature	Date
_____	_____

**Banks and Building Societies may not accept Direct Debit instructions for some types of account.**

Please indicate your preferred payment date and frequency
Payment Date 7th <input type="checkbox"/> 15th <input type="checkbox"/> 21st <input type="checkbox"/> or 28th <input type="checkbox"/> (please tick one)
Frequency - Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> Half Yearly <input type="checkbox"/> Yearly <input type="checkbox"/>