

Finance Information Systems and Property

Council Tax Services, PO Box 10413 Town Hall, Hornton Street, Kensington, LONDON, W8 7WT



THE ROYAL BOROUGH OF
**KENSINGTON
AND CHELSEA**

Executive Director for Finance, Information Systems and Property

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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 accept instructions to pay Direct Debits
- If there are any changes to the amount, date or frequency of your Direct Debit the Royal Borough of Kensington and Chelsea will notify you ten working days in advance of your account being debited or as otherwise agreed.
- If you request the Royal Borough of Kensington and Chelsea 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 the Royal Borough of Kensington and Chelsea 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 the Royal Borough of Kensington and Chelsea 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.

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



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

1	Name and full postal address of your Bank or Building Society branch
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To the Manager _____ Bank/Building Society Address	

_____ Post Code	

2	Name(s) of Account Holder(s)
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3	Branch Sort Code						
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Originators Identification Number	8	5	2	6	8	7
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4	Bank/Building Society Account Number

Council Tax Account Reference									
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5	Instruction to your Bank/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 and Date:

Banks and Building Societies may not accept Direct Debit instruction for some type of accounts

Please indicate your preferred payment date and frequency	
Payment Date: 7 th () 15 th () 21 st () 28 th () please tick one	AND Frequency: Monthly () Quarterly () Half Yearly () Yearly () please tick one