

# INVITATION TO PAY BY DIRECT DEBIT



THE ROYAL BOROUGH OF  
**KENSINGTON  
AND CHELSEA**

Dear Ratepayer,

## Why not take some of the effort out of paying your rates?

Direct Debit is the trouble free way to pay bills. You keep control of your finances but do not have to remember to make payments when they fall due – your Bank or Building Society will do that for you.

Once your Direct Debit has been set up, there will be no more forms to complete, no more cheques to write, no more postage charges to pay and no more queuing to make payments.

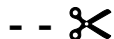
The Direct Debit Scheme is completely reliable, and is backed by the Guarantee below, so why not sign up today?

Yours sincerely,

## Town Clerk and Executive Director of Finance

### 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 or Building Society to pay Direct Debits

PLEASE FILL IN THE WHOLE FORM AND SEND IT TO:

ROYAL BOROUGH OF KENSINGTON AND CHELSEA, RATES OFFICE,  
PO BOX 2369, THE TOWN HALL, HORNTON STREET, LONDON, W8 7ZX



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

Originators Identification Number	8	3	0	9	4	0
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<b>4</b>	Branch Sort Code
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RBKC Reference Number	6								
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<b>2</b>	Name(s) of Account Holder(s)

<b>3</b>	Bank or Building Society Account Number								

<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 or Building Society	
Signature(s)	Date

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

Please indicate your preferred payment frequency	Monthly <input type="checkbox"/>	Quarterly <input type="checkbox"/>	Half Yearly <input type="checkbox"/>	Yearly <input type="checkbox"/>
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