The Royal Borough of Kensington and Chelsea

PO Box 10413, The Town Hall, Hornton Street, London W8 7WT
E-mail: counciltax@rbkc.gov.uk

THE ROYAL BOROUGH OF KENSINGTON AND CHELSEA

COUNCIL TAX SERVICES

INVITATION TO PAY BY DIRECT DEBIT

Dear Customer,

Why not take some of the effort out of paying your Council Tax?

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,

Executive Director of Finance, Information Systems & Property

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, the Royal Borough of Kensington and Chelsea will notify you 10 working days in advance of your account being debited or as otherwise agreed.
- **If** an error is made by the Royal Borough of Kensington and Chelsea or your Bank or Building Society, you are guaranteed a full and immediate refund from your branch of the amount.
- **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 or Building Society to pay Direct Debits
PLEASE FILL IN THE WHOLE FORM AND SEND IT TO:

DIRECT Debit

THE ROYAL BOROUGH OF KENSINGTON AND CHELSEA,
PO BOX 10413, THE TOWN HALL, HORNTON STREET, LONDON, W8 7WT

1 Name and full address of your Bank or Building Society Branch

To The Manager _____ Bank/Building Society.

Address _____

_____

Post Code

Originators Identification Number 8 5 2 6 8 7

4 Branch Sort Code

__ __ - __ __ - __ __

Council Tax Reference Number

2 Name(s) of Account Holder(s)

3 Bank or Building Society Account Number

5 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 from some types of account.

Please indicate your preferred payment frequency	**Monthly**		**Quarterly**		**Half Yearly**		**Yearly**	
Please indicate your preferred payment date	**7th**		**15th**		**21st**		**28th**	