Instruction to your Bank or Building Society To pay by Direct Debit

Please fill in the whole form including official use box using a black ball point pen and send it to:

Revenues Services
Beech Hurst
Weyhill Road
Andover
Hants SP10 3AJ

Name(s) of Account Holder(s)

Bank/Building Society Account Number

Branch Sort Code

Name and full postal address of your Bank or Building Society

To: The Manager Bank/Building Society

Address

Postcode

Non Domestic Rates Reference Number

7

Originator's Identification Number

8 3 0 1 8 6

FOR TEST VALLEY BOROUGH COUNCIL OFFICIAL USE ONLY
This is not part of the instruction to your Bank or Building Society

Direct Debits can be collected on the 1st or 15th day of each month. Please indicate your preference by ticking one of the boxes below.

☐ 1st ☐ 15th

Instruction to your Bank or Building Society
Please pay Test Valley Borough Council 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 Test Valley Borough 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 types of account

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 Test Valley Borough Council will notify you 10 working days in advance of your account being debited or as otherwise agreed.
- If an error is made by Test Valley Borough 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 your letter to us.