

Name _____ Address of property _____

Please fill in the whole form using a ball point pen and send it to:

Swindon Borough Council
Civic Offices
Swindon SN1 2JH

Name(s) of Account Holder(s)

Bank/Building Society Account No.

Branch Sort Code

Name and full postal address of your
Bank or Building Society

To the Manager Bank/Building Society

Address

Council Tax Reference Number (from your bill)

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

Originators Identification Number

9	7	1	6	1	4
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Preferred Date

This is not part of the instruction to your Bank or Building Society

Payment Date

I/We wish to pay monthly on

1 5 15 21 27

Please circle your preferred date

Instruction to your Bank or Building Society

Please pay Swindon 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 Swindon Borough Council 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 from 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 payment dates change Swindon 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 Swindon 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 to us.