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 Service
Test Valley Borough Council
Beech Hurst
Weyhill Road
Andover
Hants SP10 3AJ

Service User Number

8 3 0 1 8 6

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

Council Tax Reference Number

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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 ,15th or 24th day of each month. Please indicate your preference by ticking one of the boxes below.

☐ 1st ☐ 15th ☐ 24th

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

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 Test Valley Borough Council will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Test Valley Borough Council 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 Test Valley Borough Council 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 Test Valley Borough Council 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.