

For information about paying your dwelling or garage charge by Direct Debit please call the Rents Helpline on 0118 937 2784

Please complete the whole form in ballpoint pen and send to

Income Management Section
Reading Borough Council
PO Box 2798
Civic Offices
Reading
RG1 9GP

Name(s) of Account Holder(s)

Bank/Building Society account number

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Branch Sort Code

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Name and full postal address of your Bank/Building Society

To: The Manager	Bank/Building Society
Address	
Postcode	

6/7 Digit Payment Reference Number

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

Originators Reference Number

9	9	0	7	9	3
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FOR READING BOROUGH COUNCIL OFFICIAL USE ONLY
This is not part of the instruction to your Bank or Building Society

Please tick to confirm your payment frequency:

Weekly on a Friday

Fortnightly on a Wednesday

Collection dates vary

Monthly 2nd 11th 25th

Instruction to your Bank or Building Society

Please pay Reading 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 Reading Borough Council and, if so, details will be passed electronically to my Bank/Building society.

Signature(s)

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Date

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Banks/Building Societies may not accept Direct Debit instructions from some types of account

✂ Cut along the line and keep the Direct Debit Guarantee below

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 Reading Borough Council will notify you ten working days in advance of your account being debited or as otherwise agreed.
- If an error is made by Reading 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.