

Your name \_\_\_\_\_ Address of your 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

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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 accept instructions to pay Direct Debits
- If there are any changes to the amount, date or frequency of your Direct Debit Swindon Borough Council will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Swindon 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 Swindon 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 Swindon 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.