



THE ROYAL BOROUGH OF  
**KINGSTON**  
UPON THAMES



## Instruction to your bank or building society to pay by Direct Debit

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

Royal Borough of Kingston Upon Thames  
Accounts Receivable Team  
Guildhall 2  
Kingston Upon Thames  
KT1 1EU

Service user number

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Name(s) of account holder(s)


Accounts Receivable 5 or 6 digit account number

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Bank/building society account number

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Branch sort code

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**Instruction to your bank or building society**

Please pay Royal Borough of Kingston 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 Royal Borough of Kingston and, if so, details will be passed electronically to my bank/building society.

Name and full postal address of your bank or building society

To: The Manager	Bank/building society
Address	
Postcode	

Signature(s)

Date

-----Banks and building societies may not accept Direct Debit Instructions for some types of account-----

DD12

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