

Please fill in the whole form including the official use box using a ball point pen and send it to: Business Rates Section, Dartford Borough Council, Civic Centre, Home Gardens, Dartford, Kent DA1 1DR

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

Name and full postal address of your Bank or Building Society

To: The Manager	Bank/Building Society
_____	
_____	
_____	
_____ Postcode _____	

Originator's Identification Number:

9	7	1	7	1	2
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Your Business Rate Account Reference:  
This is shown on the front of your bill

2							
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**Instruction to your Bank/Building Society**  
Please pay Dartford 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 Dartford Borough Council and, if so, details will be passed electronically to my Bank/Building Society.

Name(s) of Account Holder(s)

_____
_____

Bank/Building Society account number

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Branch Sort Code

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Signature(s)
_____
Date
_____

FOR DARTFORD BOROUGH COUNCIL OFFICIAL USE ONLY This is not part of your instruction to your Bank/Building Society	
Please provide your name and address	Please provide a daytime contact telephone number in case of query:
_____	_____
_____	_____
_____ Postcode _____	_____

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 the payment dates change, Dartford 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 Dartford 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.