

Please fill in the whole form including the official use box using a ball point pen and send it to -

**Royal Borough of Greenwich
Business Rates
The Woolwich Centre
35 Wellington Street
LONDON
SE18 6HQ**

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 or building society

To The Manager	Bank/Building Society
Address	
Post Code	

Reference

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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



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

Service user number

9	7	3	1	6	5
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FOR ROYAL BOROUGH OF GREENWICH
OFFICIAL USE ONLY
This is not part of the instruction to your bank or building society

Instructions to your bank or building society

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

Signature(s)
Date

21/401 Oct 2019

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