



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

**Waverley Borough Council, Council Offices, The Burys,
Godalming, Surrey, GU7 1HR**

FOR WAVERLEY BOROUGH COUNCIL OFFICIAL USE
ONLY.

Name:

Address:

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

Name(s) of Account Holder(s)

Originator's Identification Number

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Reference Number

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

Postcode

Instructions to your Bank or Building Society

Please pay Waverley Borough Council Direct Debits the account detailed in this Instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that this instruction may remain with Waverley Borough Council and, if so, details will be passed electronically to my Bank/Building Society.

Signature(s)

Date

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, Waverley will notify you 10 working days in advance of your account being debited, or as otherwise agreed.
- If an error is made by Waverley 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