

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

Parking Department  
Tunbridge Wells Borough Council  
Town Hall  
Royal Tunbridge Wells  
Kent TN1 1RS



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

Parking Permit Reference

Name(s) of Account Holder(s)

  

Service user number

8	3	9	9	4	8
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Address

  
  

This section is for TUNBRIDGE WELLS BOROUGH COUNCIL'S OFFICIAL USE ONLY. This is not part of the instruction to your bank or building society.

Bank/building society account number

The amounts will be debited on or about the 15th of the month.

Bank Sort Code

## Instruction to your bank or building society

Please pay Tunbridge Wells 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 Tunbridge Wells Borough Council 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	
<input type="text"/>	
Postcode	
<input type="text"/>	

Signature(s)

Date

Reference number (official use only)

C	R	E	F																
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Banks and building societies may not accept Direct Debit Instructions for some types of account

DD/1

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