

Allotment direct debit form

Please complete this form and send it back to us to the address below.
You can fill it in and sign it electronically or print it off, fill it in and sign it by hand.

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

Alternatively, email: debtors@tunbridgewells.gov.uk

Name of Account Holder:

Address:

Postcode:

Bank/building society account number:

Bank Sort Code:

Name and full postal address of your bank or building society:

To: The Manager **Bank/building society:**

Address:

Postcode:

Reference number (your customer number from your invoice):

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

Service user number:

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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.

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

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.

If you are using Adobe Acrobat Reader, you can add your signature using your mouse or touchscreen. If you are unable to sign using this method, do not type your name as a signature – please print the form off, sign it and take a photo or scan to email to us.

Signature(s):**Date:**

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**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.