

**PLEASE COMPLETE BOTH SECTIONS BELOW**

**Section 1**

You can pay by Direct Debit on any day of the month (except 31st). Council Tax is normally payable over 10 months. (Instalments to January) but you can now ask to spread your payments over 12 months (Instalments to March).

**Please tell us how you wish to pay:**

Payment Date	Instalments to January	Instalments to March
	YES / NO	YES / NO

Address of property in Greenwich:

**Section 2**

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

**Royal Borough of Greenwich, The Woolwich Centre, 35 Wellington Street, London, SE18 6HQ**



Name(s) of Account Holder(s)

  


Service User Number

9	7	1	9	1	9
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Bank/Building Society Account Number (Must be current a/c)

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Council Tax Reference Number

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Branch Sort Code

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**Instruction to your Bank or Building Society**

Please pay the 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.

Name and full postal address of your Bank/Building Society

To The Manager
Address
Postcode

Signature(s)

Date

Telephone/Mobile Number(s)

  


E-mail(s)

  


Banks and Building Societies may not accept Direct Debit instructions on all types of account.

This guarantee should be detached and retained by the payer

**Direct Debit Guarantee**



- This guarantee is offered by all Banks and Building Societies that accept instructions to pay Direct Debit.
- If there are any changes to the amount, date or frequency of your Direct Debit the 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 request.
- If an error is made in the payment of your Direct Debit by the 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 the 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.