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

Tandridge District Council (Council Tax)
Council Offices
Station Road East
Oxted
Surrey
RH8 0BT

Name(s) of Account Holder(s)


Bank/Building Society account number


Branch Sort Code


Name and full postal address of your Bank or Building Society

To: The Manager
Bank/Building Society

Postcode

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 accept instructions to pay Direct Debits.
• If there are any changes to the amount, date or frequency of your Direct Debit, Tandridge District Council will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Tandridge District 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 Tandridge District 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 Tandridge District 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.