

# MOLE VALLEY DISTRICT COUNCIL

P.O. Box 286, Dorking, Surrey. RH4 1YZ

Tel: (01306) 885001

Please  
Enter  
Name  
&  
Address

Date :

Reference No :

Issued by: Web Document

## DIRECT DEBIT INSTRUCTION FOR COUNCIL TAX / NON DOMESTIC RATE PAYMENTS

Please read and retain the direct debit guarantee, then indicate your preferred payment date and frequency, and finally insert your Bank/ Building Society details in the shaded spaces provided on the instruction. Your instalments will be confirmed once the completed instruction has been returned to Mole Valley.

### The Direct Debit Guarantee



1. 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.
2. If the amounts to be paid or the payment dates change Mole Valley District Council will notify you 10 working days in advance of your account being debited or as otherwise agreed.
3. If an error is made by Mole Valley District Council or your Bank or Building Society, you are guaranteed a full and immediate refund from your branch of the amount paid.
4. 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 Mole Valley District Council.



Please indicate your preferred payment date  5<sup>th</sup>  15<sup>th</sup>  25<sup>th</sup> and one of the frequencies below

Monthly  Annually (on the 25<sup>th</sup> June)  Half Yearly (on the 25<sup>th</sup> May and 25<sup>th</sup> October)

**Mole Valley  
District Council**

### Instruction to your Bank or Building Society to pay by Direct Debit



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

Originator's Identification Number

9 9 0 8 7 0

Mole Valley District Council  
P.O. Box 286  
Dorking  
Surrey  
RH4 1YZ

#### Note to Bank/Building Society

If the official use box has not been date stamped, please pass this form to Mole Valley District Council at the address shown.

**For MVDC Official Use  
Only**

Date Rec'd:

Date Input:

Name(s) of Account Holder(s)

Charge Payer's Reference

Bank/Building Society account number

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Branch Sort Code

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Name and full postal address of your Bank/Building Society

|                  |
|------------------|
| To: The Manager, |
| Address:         |
|                  |
|                  |
| Post Code:       |

**Instruction to your Bank or Building Society :** Please pay Mole Valley District 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 Mole Valley and, if so, details will be passed electronically to my Bank/Building Society.

Signature(s):

Date :