


**ALLOTMENT DIRECT DEBIT INSTRUCTION**

Please read and retain the direct debit guarantee then insert your bank details in the shaded spaces provided on the instruction. Your payments will be confirmed once the completed instruction has been returned to Mole Valley D.C.

<b>The Direct Debit Guarantee</b>	
<p>1) This Guarantee is offered by all banks and building societies that accept instructions to pay Direct Debits.</p> <p>2) If there are any changes to the amount, date or frequency of your Direct Debit Mole Valley District Council will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Mole Valley District Council to collect a payment, confirmation of the amount and date will be given to you at the time of the request.</p> <p>3) If an error is made in the payment of your Direct Debit by Mole Valley 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.</p> <p>4) If you receive a refund you are not entitled to, you must pay it back when Mole Valley District Council asks you to.</p> <p>5) 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.</p>	

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**I wish to pay my allotment charges by direct debit, please select one of the following options:**

- Quarterly:** Payment will be taken on 1<sup>st</sup> April, July, October and January.
- Annually:** Payment will be taken on 1<sup>st</sup> April.

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



Please fill in the shaded boxes using black ink and send it to:

**Originator's Identification Number**

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**Mole Valley District Council**  
Pippbrook  
Dorking  
Surrey  
RH4 1SJ

<p><b>Note to Bank/Building Society</b></p> <p>If the official use box has not been date stamped, please pass this form to Mole Valley District Council at the address shown.</p>	<p><b>For MVDC Official Use Only</b></p> <p>Date Rec'd:</p> <p>Date Input:</p>
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**Name(s) of Account Holder(s)**

**Bank/Building Society account number**

**Branch Sort Code**

**Name and full postal address of your Bank/Building Society**

To: The Manager,

Address:

Post Code:

**Customer Reference**

**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):

Home Address:

Date :

## Notes to Allotment Holders

- To reduce administration costs the Council prefers annual payments.
- The amount debited will change annually in accordance with the charges applied for allotment rental and water charges.
- The Council will have the power to disclose data about non payment of rent to Site Agents to assist with the process of income collection.
- Non payment of rent is a breach of your tenancy agreement and Notice to Quits will automatically be issued if you fail to pay quarterly or annually.
- Do not cancel your direct debit unless you have given up your plot or are removed from a site for breaching your tenancy agreement. Inadvertently cancelling your direct debit may put you in breach of your tenancy agreement, can cause confusion and additional administration for both the tenant and the Council.