

Telephone 01306 885001
www.molevalley.gov.uk

Please amend your details if required:

Account Number:

Address:

Date:

Reference No:

Issued by: **Web**

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 spaces provided on the instruction. Your instalments will be confirmed once the completed instruction has been returned to Mole Valley.

The Direct Debit Guarantee



- 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.
- 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.
- 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.
- 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 cut here

Please indicate your preferred payment date 1st 5th 15th 25th

and one of the frequencies below

10 Monthly 12 Monthly Annually (25 June) Half Yearly (25 May and 25 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:

Mole Valley District Council
Pippbrook
Dorking, Surrey
RH4 1SJ

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 _____

Originator's identification Number

9	9	0	8	7	0
---	---	---	---	---	---

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:

Charge Payer's 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 (as shown above). 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 _____