THE ROYAL BOROUGH OF KENSINGTON AND CHELSEA

Kensington & Chelsea TMO

DIRECT Debit

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

Please fill in the whole form including official use box using a ball point pen and send it to:

Kensington & Chelsea TMO
Charles House
375 Kensington High Street
LONDON
W14 8QH

Originator's Identification Number

8	3	8	3	3	3

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

Address

Postcode

Reference

2	2																

FOR the Royal Borough of Kensington & Chelsea OFFICIAL USE ONLY
This is not part of the instruction to your Bank or Building Society.

Property Address:

Please indicate your preferred payment date each month:

Payment Date 7th ☐ 15th ☐ 21st ☐ or 28th ☐

Frequency: Monthly ☐ or Quarterly ☐ (please tick one)

Please tick payment types:

Service Charge ☐ and/or Major Works ☐

Instruction to your Bank or Building Society

Please pay the Royal Borough of Kensington & Chelsea 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 Kensington & Chelsea and if so, details will be passed electronically to my Bank/Building Society.

Signatures

Date

DIR05 Tn - 08 2006

Banks and Building Societies may not accept Direct Debit Instructions for some types of account

DDI1

This guarantee should be detached and retained by the Payer.

The Direct Debit Guarantee

DIRECT Debit

- 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 the Royal Borough of Kensington & Chelsea will notify you 10 working days in advance of your account being debited or as otherwise agreed.
- If an error is made by the Royal Borough of Kensington & Chelsea 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 us.