

## The easiest way to pay is by Direct Debit sign up below

- No cheques to write. ■ No postage to pay. ■ No worries. ■ You can cancel at any time. ■
- Early warning of any changes. ■ You are in control. ■ No queues. ■
- Instant refund from your bank or building society if a mistake is made ■

By changing to Direct Debit you are in control but can relax in knowing that your payments are being made on time every month without hassle. You are also covered by the Direct Debit Guarantee.



### 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, Brent Council will notify you 10 working days in advance of your account being debited or as otherwise agreed.
- ◆ If an error is made by Brent 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 us.



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

Please fill in the whole form and send it to:  
**LONDON BOROUGH OF BRENT, NNDR REVENUES,  
 PO BOX 425, WEMBLEY, MIDDX, HA9 6SU**



<b>1</b>	Name and full postal address of your Bank or Building Society branch
To the Manager _____ Bank/Building Society.	
Address _____	
_____ Post Code _____	

Originators Identification Number	9	7	1	6	7	6
-----------------------------------	---	---	---	---	---	---

<b>4</b>	Branch Sort Code
----------	------------------

		-			-		
--	--	---	--	--	---	--	--

Your Reference Number	
-----------------------	--

<b>2</b>	Name(s) of Account Holder(s)

<b>5</b>	Instruction to your Bank or Building Society
----------	--

Please pay Brent Council Brent 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 Brent Council, if so, details will be passed electronically to my Bank or Building Society

<b>3</b>	Bank or Building Society Account Number								

Signature(s)	Date
--------------	------

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