PROTECTED WHEN COMPLETE

DIRECT DEBIT INSTRUCTION
Council Tax

Please complete this form to pay your Council Tax by Direct Debit.

Council Tax reference

Your name and address

Would you like to pay: Monthly ☐ Half-yearly (9th May/October) ☐ Yearly (9th June) ☐

If **monthly**, please tick your preferred payment date: 5th ☐ 9th ☐ 19th ☐ Last day of the month ☐

Would you like to pay over 10 or 12 months? 10 months ☐ 12 months ☐

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

Please fill in the whole form and send it to:

Central Bedfordshire Council
Watling House
High Street North
Dunstable
Bedfordshire
LU6 1LF

Service User Number

9	9	0	7	8	9

Name(s) of Account Holder(s)

Reference

Name and full postal address of your Bank or Building Society

To: The Manager Bank/Building Society

Address

Postcode

Instruction to your Bank or Building Society
Please pay Central Bedfordshire 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 Central Bedfordshire Council and, if so, details will be passed electronically to my Bank/Building Society

Bank/Building Society account number

Branch Sort Code

Signature(s)

Date

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

✂ This guarantee should be detached and retained by the Payer

The Direct Debit Guarantee

- This Guarantee is offered by all Banks and Building Societies that accept instructions to pay Direct Debits
- If there are any changes to the amount, date or frequency of your Direct Debit Central Bedfordshire Council will notify you 14 working days in advance of your account being debited or as otherwise agreed. If you request Central Bedfordshire Council to collect a payment, confirmation of the amount and date will be given to you at the time of the request
- If an error is made in the payment of your Direct Debit by Central Bedfordshire 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
  - If you receive a refund you are not entitled to, you must pay it back when Central Bedfordshire Council asks you to
- 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