

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



Originator's Identification Number

9 1 6 3 6 6

Please fill in the whole form, and post to our address overleaf:

1 Name and full postal address of your Bank or Building Society

To: The Manager/Bank/B.S

Address

Postcode

2 Name(s) of account holder(s)

7 Instruction to your Bank or Building Society

Please pay Dundee City 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 Dundee City Council and, if so, details will be passed electronically to my Bank/Building Society.

3 Branch sort code

— —

Signatures of Account Holders

Signature(s)

4 Bank of Building Society account number

Address

5 Council Tax Account Number (copy from your bill)

Date

Originator's Identification Number

6 Customer Telephone Number

9 1 6 3 6 6

8 Please pick preferred payment date

1st 10th 18th 25th

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

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, you will be told of this in advance by at least 14 days or as agreed.
- If an error is made by Dundee City 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.





Make Your Life Simpler

Pay Your Council Tax by Direct Debit



Any of the following apply to you?

- Not enough time in the day?
- Fed up of writing cheques and paying for stamps?
- Don't want to go out on a cold or wet day?
- Keep forgetting when to pay your Council Tax

Why not take the effort out of paying your Council Tax and set up payment by Direct Debit - the **easiest** and most **cost efficient way to** pay your Council Tax.

Take advantage of this **hassle free** way of paying your Council Tax by completing the Direct Debit mandate overleaf and returning it to:-

Dundee City Council
Depute Chief Executive (Finance)
Council Tax Unit
PO Box 216
Dundee
DD1 3YJ