

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



Payment by Direct Debit is only available for the current financial year. Please complete the whole form and post it to Executive Director of Corporate Services, PO Box 216, Dundee, DD1 3YJ:

Originator's Identification Number

9	1	6	3	6	6
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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)

3 Branch sort code

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4 Bank or Building Society account number

5 Council Tax Account Number (copy from your bill)

6 Customer Telephone Number

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.

Signatures of Account Holders

Signature(s) _____

 Address _____

 Date _____

Originator's Identification Number

9	1	6	3	6	6
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8 Please pick preferred payment date

1st 10th 18th 25th

Please ensure appropriate box is ticked below

April - January Inclusive April - March inclusive

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.

