



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

Please fill in the whole form below and return it to:

Plymouth City Council  
Plymouth  
PL1 3BJ

Or complete online  
[www.plymouth.gov.uk/counciltax](http://www.plymouth.gov.uk/counciltax)

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              |                       |
| <input type="text"/> |                       |
| Postcode             |                       |

Reference (Council Tax reference number)

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

Service user number

|   |   |   |   |   |   |
|---|---|---|---|---|---|
| 9 | 5 | 8 | 7 | 7 | 5 |
|---|---|---|---|---|---|

For Plymouth City Council official use only  
This is not part of the instruction to your bank or building society.

Tick your choice of payment date:

Monthly on the 1<sup>st</sup> of the month

Monthly on the 15<sup>th</sup> of the month

Fortnightly

Weekly

### Instruction to your Bank or Building Society

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

Signature(s)

Date

DDI 1 5/15

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 Plymouth City Council will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Plymouth City 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 Plymouth City 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 Plymouth City 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.