

# INSTRUCTION TO YOUR BANK/BUILDING SOCIETY TO PAY DIRECT DEBIT



Please fill in this form and return to:

The Head of Revenue & E-Government Solutions, PO Box 9060, Motherwell, ML1 1PF

For enquiries email: [revenue@northlan.gov.uk](mailto:revenue@northlan.gov.uk)

Originator's Identification Number

PAYING THE COUNCIL TAX - MADE EASY

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COUNCIL TAX ONLY

No more queuing, postage or the need to remember - just one signature and you can leave the rest to your Bank or Building Society. Simply complete and return the Direct Debit Instruction below or simply contact FREEPHONE 0800 163491 or your local Council Tax Office who will set up your Direct Debit over the telephone - that's all it takes.

## 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)

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## 6. Instruction to your Bank or Building Society

Direct Debits from the account detailed on this instruction, subject to the Safeguards assured by the Direct Debit Guarantee. I understand that the Instruction may remain with North Lanarkshire Council and if so, details will be passed electronically to my Bank or Building Society.

## 3. Branch sort code

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## Signature(s) of Account Holder(s)

## 4. Bank or Building Society Account Number

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Signature(s)
Address
Date

## 5. Council Tax Reference Number

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7. Please specify you preferred payment date: 1<sup>st</sup>  7<sup>th</sup>  14<sup>th</sup>  21<sup>st</sup>  28<sup>th</sup>

(If you do not specify a preferred date, then your Direct Debit will be set-up for the 7th OF EACH MONTH.)

8. Please indicate your preferred payment option: 10 Month Direct Debit  12 Month Direct Debit

(If you do not specify your preferred payment option, your direct debit will be set-up over a 10 month period.)

Banks / Building Societies may refuse to accept instructions to pay direct debit from some types of accounts.

### The Direct Debit Guarantee

- This guarantee is offered by all Bank and Building Societies that take part in the Direct Debit Scheme. The efficiency and security of the scheme is monitored and protected by your Bank or Building Society.
- If the amount to be paid or the payment dates change, North Lanarkshire Council will notify you 14 working days in advance of your account being debited.
- If North Lanarkshire Council or your Bank or Building Society make an error, 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.

