



INSTRUCTION TO YOUR BANK OR BUILDING SOCIETY TO PAY BY DIRECT DEBIT



Please complete the whole form, including official use box, using a ball point pen and send it to:

**Council Tax Department
East Suffolk Council
Anglia Revenues Partnership
Breckland House, St Nicholas Street, Thetford,
IP24 1BT**

Service User Number

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Reference (Council Tax)

Name(s) of account holder(s)

Instruction to your bank or building society
Please pay East Suffolk 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 East Suffolk Council and, if so, details will be passed electronically to my bank / building society.

Bank / Building Society account number

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Sort Code

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Name and full postal address of your bank or building society

To: The Manager
Address:
<input type="text"/>
<input type="text"/>
<input type="text"/>

Signature(s)

Date

Note: Banks and building societies may not accept Direct Debit instructions from some types of account.

FOR EAST SUFFOLK COUNCIL OFFICIAL USE ONLY
This is not part of the Instruction to your bank or building society.

I would like to pay monthly on the 1st 8th 15th 25th

- Over:
- 1 annual instalment (April)
 - 2 half yearly (April & October)
 - 10 months (April to January)
 - 12 Months (April to March)

Your name and address:

Mr / Mrs / Miss / Ms
<input type="text"/>
<input type="text"/>
<input type="text"/>
Postcode

Reference (Council Tax)

- ~ In the event of an instalment being unpaid, the amount of that instalment may be collected the following month together with any instalment due for that month. Where a second collection is unsuccessful, taxpayers will revert to the Statutory Instalment Scheme and the Statutory Recovery Procedures will apply.
- ~ I understand that, upon completion of this instruction, East Suffolk Council will notify me of the instalments I shall be required to pay.

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, East Suffolk Council will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request East Suffolk Council to collect a payment, confirmation or 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 East Suffolk 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 East Suffolk Council asks you.
- ~ 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.

COUNCIL TAX PAY IT YOUR WAY



It's easy

Direct Debit is the simple way to pay your Council Tax:

- ~ No more queuing to pay
- ~ No cheques to write
- ~ Direct Debit Guarantee protection

Let East Suffolk Council do the work for you
- we have made Direct Debit as convenient as possible.

Just follow the 3 steps below:

Step 1:

You can choose your instalments

As a Direct Debit payer, you can choose one of four monthly instalment dates: 1st, 8th, 15th or the 25th of the month

Step 2:

Choose to pay over:

1 instalment (April), 2 instalments (April & October),
10 months (April to January) or 12 months (April to March)

Step 3:

Just complete and sign the Direct Debit form overleaf and return it to us here at the Council, or phone us on:
0333 016 2000