

Please fill in the **whole form** using a black ball point pen

Name(s) of Account Holder(s)

Bank / Building Society Account Number

Sort Code

Name and full postal address of your bank or building society

To: The Manager

 Postcode:

Service User Number:

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Reference (from the top of your bill)

Instruction to your bank or building society

Please pay Broadland District Council Direct Debit from the account detailed in this instruction subject to the **safeguards** assured by the Direct Debit Guarantee. I understand that this instruction will remain with Broadland District Council and my details will be passed electronically to my bank or building society.

Signature(s)

Date:

Note: Some Banks and Building Societies may not accept Direct Debit instructions from some types of account

For Broadland District Council Official Use Only. This is not part of the instruction to your bank or building society

COUNCIL TAX INSTALMENT SCHEME AGREEMENT FOR DIRECT DEBIT PAYERS

Please select your choice of payment date and frequency.

- You choose from 10 or 12 instalments over a full year from 1st April
- Weekly and fortnightly payments will be collected on Fridays
- Additional direct debit options are available online at www.southnorfolkandbroadland.gov.uk or call 01603 430600.

Please select the number of instalments

10 12 Weekly Fortnightly

and then

select your preferred monthly instalment date

1st 8th 15th 20th 25th

Name:

Address:

Tel no:

Postcode:

THE DIRECT DEBIT GUARANTEE – This guarantee should be detached and retained by the payer



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