



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

Revenue Services, South Norfolk District Council, The Horizon Centre,  
Peachman Way, Norwich, NR7 0WF  
counciltax.snc@southnorfolkandbroadland.gov.uk



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

Service User Number:

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Name(s) of Account Holder(s)

Reference (from the top of your bill)

Bank / Building Society Account Number

### Instruction to your bank or building society

Sort Code

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

Signature(s)

<input type="text"/>	<input type="text"/>
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Date:

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

For South Norfolk 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 1<sup>st</sup> April
- Weekly and fortnightly payments will be collected on Fridays
- Additional direct debit options are available online at [www.southnorfolkandbroadland.gov.uk](http://www.southnorfolkandbroadland.gov.uk) or call 0808 178 7141.

Please select the number of instalments

10

12

Weekly

Fortnightly

select your preferred monthly instalment date

1<sup>st</sup>

5<sup>th</sup>

15<sup>th</sup>

25<sup>th</sup>

28<sup>th</sup>

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