



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

Please fill in all shaded areas below and overleaf where applicable, cut along the line above and retain the guarantee for your information. Return the whole of this portion of the form to Charnwood Borough Council. The information you give in the first section is for use by Charnwood Borough Council only and is not part of the Instruction to your Bank or Building Society.

Your name and address

Address of property to which Council Tax relates

Please tick preferred monthly payment date

<input type="checkbox"/> 3rd	<input type="checkbox"/>	<input type="checkbox"/> 15th	<input type="checkbox"/>	<input type="checkbox"/> 25th	<input type="checkbox"/>
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Instruction to your Bank or Building Society to pay by Direct Debit

Please fill in all shaded areas below and send the form to: Charnwood Borough Council, Council Tax Dept, Southfield Road, Loughborough, LE11 2TN



Name and full postal address of your Bank or Building Society

To the Manager Bank / Building Society

Address

Originator's Identification Number:

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Instruction to your Bank or Building Society

Please pay Charnwood Borough 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 Charnwood Borough Council and, if so, details will be passed electronically to my Bank/Building Society

Name(s) of Bank Account Holder(s)

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Reference / Council Tax Number (office use only)

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Bank/Building Society Account Number

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Bank Sort Code

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Signature(s):	
Date:	
Phone No (day)	

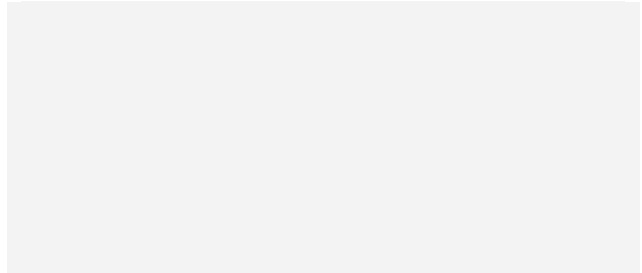
**Banks and Building Societies may not accept Direct Debit Instructions for some types of account.
P.T.O**

Third Party Instructions

To be read and completed by the person to whom this form was issued:

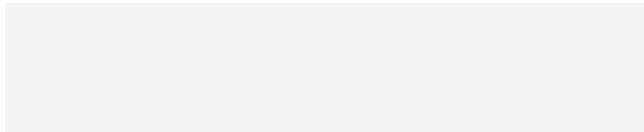
If payments are to be claimed from a bank account held by someone other than the person liable to pay Council Tax (to whom this form was issued), the council will send a copy of any bills issued on the Council Tax account overleaf to the bank account holder. This is necessary in order to advise them of the amounts and dates of payments to be claimed from their bank account. Please show the address of the bank account holder for this purpose, and confirm that you understand that copy bills will be sent to them. If this information is not given, I will be unable to implement the Direct Debit Instruction

Bank Account Holder's name and address:

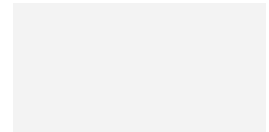


I understand that a copy of my Council Tax bills will be sent to the person named above, from whose bank account payments will be claimed.

Signed:



Date:



Data Protection

For information about how & why we may process your personal data, your data protection rights or how to contact our data protection officer, please view our Privacy Notice www.chanwood.gov.uk/privacynotice