



Inverciyde Council P O Box 9467 Greenock PA15 1JD

e-mail: council.tax@inverclyde.gov.uk

Tel. No. 01475 712961

## **Direct Debit Instruction: Council Tax**

Please fill in the details below and return the form to us. The guarantee is for you to keep.

Instruction to your Bank or Building Society to pay by Direct Debit	
	Originators I.D. Number
	8 0 2 8 3 1
Name and full postal address of your Bank or Building Society bra	anch
To: The Manager	Preferred Instalment Dates (please tick)
Bank or Building Society	1 <sup>st</sup>
Address	7 <sup>th</sup>
	14 <sup>th</sup>
	21 <sup>st</sup>
	28 <sup>th</sup>
	Weekly – each Thursday
	Number of Monthly Payments:-
	10 Months – 12 Months - April to January April to March
Name(s) of	Instruction to your Bank or Building Society.
account holder(s)	Please pay Inverclyde Council Direct Debits from the account detailed in this Instruction subject to the safeguards assured by the Direct Debit Guarantee.
Branch sort code (from the top right hand corner of your cheque)	Signature(s): Address:
Bank or Building Society	Audiess.
account number	E-mail Address:
Council Tax	Telephone No:
Payment Reference (from your bill)	Date:
Banks and Building Societies may not accept D	irect Debit Instructions for some types of account

## Please keep this section for your information

## **The Direct Debit Guarantee**

- This Guarantee is offered by all Banks and Building Societies that accept instructions to pay Direct Debits.
- If there are changes to the amount, date or frequency of your Direct Debit Inverclyde Council will notify you 5 working days in advance of your account being debited or as otherwise agreed. If you request Inverclyde Council to collect a payment, confirmation of the amount and date will be given to you at the time of your request.
- If an error is made in the payment of your Direct Debit by Inverclyde 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 Inverciyde 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.

