



Instruction to your Bank or Building Society to Pay Direct Debit

Please fill in the whole of the form and send it to:
The Revenues Section, Tamworth Borough Council,
 Marmion House, Lichfield Street, Tamworth,
 Staffordshire B79 7BZ.

Name and full postal address of your Bank or Building Society

To: The Manager _____

Bank or Building Society _____

Address _____

_____ Postcode _____

Name(s) of Account Holder(s) _____

Bank/Building Society Account Number _____

Branch Sort Code _____

Instruction to your Bank or Building Society
 Please pay Tamworth Borough Council Direct Debits from the account detailed on this instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that this instruction may remain with Tamworth Borough Council and, if so details will be passed electronically to my Bank/Building Society.

Signature(s) _____

Date _____

Banks and building societies may not accept Direct Debit instructions for some types of accounts.

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 take part in the Direct Debit Scheme. The efficiency and security of the Scheme is monitored and protected by your own Bank or Building Society.
- If the amounts to be paid or payment dates change Tamworth Borough Council will notify you 10 working days in advance of your account being debited or as otherwise agreed.
- If an error is made by Tamworth Borough Council or your Bank or Building Society, you are guaranteed a full and immediate refund from your branch of the amount paid.
- You can cancel a Direct Debit at any time by writing to your Bank or Building Society. Please also send a copy of your letter to us.

Originator's Identification Number

9	8	3	2	4	6
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Reference Number

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Paying Council Tax made easy by Direct Debit

So, how do I change to Direct Debit?

Simply fill in your name(s) and address below and complete and return the Direct Debit Instruction above to the address shown at the top of this form.

What date each month do you want your Council Tax payment to be debited from your account?

5th 18th

Full Name of liable person(s)

Address _____

_____ Postcode _____

Council Tax number (if known):

Alternatively you can telephone us on 01827 709530 to set up or amend your instruction without the need to fill in forms.

