

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

Please fill in boxes 1-5 using a ball point pen and send it to:

Basildon District Council
Revenue Services
P.O. Box 4, Basildon, Essex SS14 1BY

1 Name and postal address of your Bank or Building Society

To: The Manager	Bank/Building Society
Address	
Postcode	

2 Name(s) of Account Holder(s)

3 Bank/Building Society Account Number

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4 Branch Sort Code

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Reference Number (to be completed by Basildon District Council ONLY)

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

Originator's Identification Number

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FOR BASILDON COUNCIL'S OFFICIAL USE ONLY
This is not part of the instruction to your Bank or Building Society
COUNCIL TAX

5 Instruction to your Bank or Building Society

Please pay Basildon District 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 Basildon District Council and, if so, details will be passed electronically to my Bank/Building Society.

Signature(s)
Date

Please fill in boxes 1-7 using a ball point pen.

1 Payment Reference Number (as shown on your bill)

1	9								
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2 Full Name(s)

3 Address

Postcode

4 Address Direct Debit relates to (if different from above)

Postcode

5 I wish to Pay

MONTHLY (10 months) or (12 months)
 HALF YEARLY (May/October)
 YEARLY (May)

6 Payment Dates

FOR MONTHLY COUNCIL TAX PAYERS ONLY
Please tick preferred payment date
 6th 14th 22nd 28th
If you have not ticked one of the above boxes, payments will be collected on 6th of the month.

7 If you would like details of paying by Direct Debit for other Council services please tick below:

SERVICE CHARGE BUSINESS RENT
 BUSINESS RATES COUNCIL HOUSING RENT

PLEASE DETACH AND RETAIN THIS GUARANTEE

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 the payment dates change Basildon District Council will notify you 10 working days in advance of your account being debited or as otherwise agreed.
- If an error is made by Basildon District 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.

