

# PAYYOUR COUNCIL TAX BY DIRECT DEBIT

Instruction to your bank or building society to pay by Direct Debit

Please note - you can ignore this form and fill in a Direct Debit mandate online at:

<https://demo.councilplatform.com/pay-your-council-tax>



Please fill in the whole form below and return it to:

Customer Services, 36-37 Albert Embankment, Parminster, PM1 7TL

Name(s) of account holder(s):


Service user number:

9	5	8	7	7	5
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Bank/building society account number:

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Tick your choice of payment date (monthly):

1<sup>st</sup>                       15<sup>th</sup>

Branch sort code:

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or tick below for a payment frequency of:

Weekly                       Fortnightly

Name and address of your bank/building society:

To: The manager	Bank/building society:
Address:	
Post code:	

Instruction to your bank or building society:

Please pay Parminster City 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 Parminster City Council and, if so, details will be passed electronically to my bank/building society

Council Tax reference number (required):

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Signature(s):
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Date:
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Please note that banks/building societies may not accept Direct Debits from some types of account.

**The Direct Debit Guarantee - please keep this section for your records**



- 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 Parminster City Council will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Parminster City 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 Parminster City 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 Parminster City 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 Parminster City Council.