



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

Please fill in the whole form including official use box using a ball point pen and send it to:

Tendring District Council  
 Council Tax  
 88-90 Pier Avenue  
 Clacton on Sea  
 Essex  
 CO15 1TN

Service user number

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FOR Tendring District Council OFFICIAL USE ONLY

This is not part of the instruction to your bank or building society.

**Please complete this part**

1. Please advise us of the name and address of the person from whose account the direct Debits will be taken.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

2. If you are filling in this Direct Debit instruction but it is not your own Council Tax bill that you wish to pay, please tick this box

3. Payment to be made (tick one)  
 MONTHLY (Choose 10 or 12 per financial year)

- |                          |   |                          |                |
|--------------------------|---|--------------------------|----------------|
| <input type="checkbox"/> | Monthly on the 1 <sup>st</sup> of each month  | <input type="checkbox"/> | 10 instalments |
| <input type="checkbox"/> | Monthly on the 8 <sup>th</sup> of each month  | <input type="checkbox"/> | 12 instalments |
| <input type="checkbox"/> | Monthly on the 15 <sup>th</sup> of each month |                          |                |
| <input type="checkbox"/> | Monthly on the 22 <sup>nd</sup> of each month |                          |                |
| <input type="checkbox"/> | Monthly on the 28 <sup>th</sup> of each month |                          |                |

Name(s) of account holder(s)


Bank/building society account number

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Branch sort code

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Name and full postal address of your bank or building society

To: The Manager	Bank/building society
Address	
Postcode	

**Instruction to your bank or building society**

Please pay Tendring 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 Tendring District Council and, if so, details will be passed electronically to my bank/building society.

Signature(s)

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Date

Reference (Council Tax Account Number on the bill)

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Banks and building societies may not accept Direct Debit Instructions for some types of account

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, Tendring District Council will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Tendring District 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 Tendring District 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 Tendring District 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.