

# COUNCIL TAX

Please complete the whole form, including the official use box, and return it to the address above.



<b>Name and Address of your Bank/ Building Society</b>	
To the Manager:	Bank/BS
Address:	
Post Code:	

<b>Service User Number</b>					
6	2	4	6	5	2

<b>Your Council Tax Account Reference Number</b>									

<b>Name(s) of Account Holder(s):</b>

<b>For official use: This is not part of the instruction to your Bank/Building Society.</b>
<b>Your name and Address:</b>
Name:
Address:

<b>Your Branch Sort Code</b>					

<b>Your Account Number</b>							

## Instruction to your bank or Building Society

Please pay Copeland Borough Council Direct Debit 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 Copeland Borough Council and, if so, details will be passed electronically to my Bank/Building Society.

<b>Signature of Account Holder(s):</b>

## How many instalments do you require:

- ONE** normally 1<sup>st</sup> April
- TWO** normally 1<sup>st</sup> April & 1<sup>st</sup> October
- TEN** normally from April
- TWELVE** normally from April

If you wish to pay by ten/twelve instalments you can have choice of payment date.

1<sup>st</sup>       8<sup>th</sup>       15<sup>th</sup>       22<sup>nd</sup>

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

<b>For Copeland Council use only</b>
Input by:
Input date:
Date issued to Bank:



## THE DIRECT DEBIT GUARANTEE

- ❖ This Guarantee is offered by all the 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 Copeland Borough Council will notify you 14 working days in advance of your account being debited or as otherwise agreed. If you request Copeland Borough 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 Copeland Borough 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 Copeland B C 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.

