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

Service user number

8	5	8	4	1	3

Please fill in the whole form and send it to:

Council Tax Section
Thanet District Council
PO Box 2032,
Pershore, WR10 9ED

Name(s) of account holder(s)

Bank or building society account number

Branch sort code

Name and full postal address of your bank or building society

To: The Manager — bank/building society

Address

Postcode

Reference

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

This box is for Thanet District Council's information.
It is not part of the Instruction to your bank or building society

COUNCIL TAX ACCOUNT NUMBER (if known, or address of property)

Please tick ONE date you want to pay monthly on:

1st ☐ ☐ 10 month ☐ 12 month 5th ☐ 12th ☐

17th ☐ ☐ 10 month ☐ 12 month 25th ☐ ☐ 10 month ☐ 12 month 30th ☐

If you would like us to send all future Council Tax bills to your email address, please tell us your email address here. (This box is not mandatory)

Email address

This service is only available to people who are named on the bill. You can opt out of this at any time by filling in the unsubscribe form here (thanet.gov.uk/paperless). If you change your email address you must let us know straight away.

Telephone

Instruction to your bank or building society:
Please pay Thanet 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 Thanet District Council and, if so, its details will be passed electronically to my bank or building society.

Signature(s)

Date

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