

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



Payment by Direct Debit is only available for the current financial year.
Please fill in the whole form, and post to our address overleaf:

Originator's Identification Number

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1 Name and full postal address of your Bank or Building Society

To: The Manager/Bank/B.S _____
Address _____
Postcode _____

2 Name(s) of account holder(s)

3 Branch sort code

<input type="text"/>	<input type="text"/>	-	<input type="text"/>	<input type="text"/>	-	<input type="text"/>	<input type="text"/>
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4 Bank or Building Society account number

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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5 Council Tax Account Number (copy from your bill)

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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6 Customer Telephone Number

<input type="text"/>

7 Instruction to your Bank or Building Society

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

Signatures of Account Holders

Signature(s) _____
Address _____
Date _____

Originator's Identification Number

9	1	6	3	6	6
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8 Please pick preferred payment date

1st 10th 18th 25th

Please ensure appropriate box is ticked below

April - January Inclusive April - March inclusive

Banks and Building Societies may not accept Direct Debit instructions for some types of accounts

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, you will be told of this in advance by at least 14 days or as agreed.
- If an error is made by Dundee City 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.





If you pay your Council Tax monthly by cash, cheque, debit/credit card or standing order, payment is due **on or before the 1st of each month**. Direct Debit gives you the option to pay at a later date.

Convert to pay by Direct Debit and you can choose to pay on 1st, 10th, 18th or 25th of each month. The payment months for Direct Debit are the same as for other payment methods, i.e. April to January inclusive. However we are also prepared to set up a Direct Debit to spread the payments over the remaining payment months to March inclusive. This is being offered to Direct Debit payers only and if you would like to take advantage of this, please tick the appropriate box on the mandate overleaf or contact us by telephoning the number below.

Not only can you choose a date which suits you, the other benefits of paying by Direct Debit are -

- No unnecessary payment journeys, saving you - time, money, cheques and stamps.
- Avoiding the hassles of reminders as a payment will never be forgotten giving you instant peace of mind. The Direct Debit also carries forward automatically from one year to the next.
- Direct Debit is more efficient and cost effective. This means valuable savings to the Council allowing monies to be spent on essential services.
- Control of your payments as you are protected by the Direct Debit Guarantee shown overleaf.

Change to Direct Debit now by telephoning 01382 431205, online at www.dundee.gov.uk/forms/ct_dd_mandate.php or complete the mandate overleaf and return it to:

Dundee City Council
Council Tax
50 North Lindsay Street
Dundee
DD1 1NN