Direct Debit Mandate

COUNCIL TAX ACCOUNT REF:								

RIBBLE VALLEY
BOROUGH COUNCIL
Council Offices,
Church Walk,
Clitheroe,
Lancashire BB7 2RA
Tel: 01200 414448

For official use only							
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YOUR NAME AND ADDRESS:

Contact Tel No:

COUNCIL TAX
MONTHLY PAYMENTS THROUGH BANK/BUILDING SOCIETY

MONTHLY PAYMENTS ARE PAYABLE ON THE LAST DAY OF EACH MONTH (OR THE NEXT WORKING DAY IF IT FALLS ON A WEEKEND OR BANK HOLIDAY) AND ONCE THE INSTRUCTION IS SET UP, AN AMENDED COUNCIL TAX BILL GIVING FULL DETAILS, WILL BE ISSUED TO YOU BEFORE THE FIRST DIRECT DEBIT IS DUE

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 normally be given 14 days notice by the organisation so that you have time to query the bill if necessary.
- If an error is made by the organisation 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 the organisation concerned.

HOW TO COMPLETE THE DIRECT DEBIT INSTRUCTION

- Put your name, address and council tax account reference in the space provided (above).
- Enter the name and postal address of your Bank/Building Society.
- Enter the name(s) of the account holder(s).
- Enter your Bank/Building Society account number.
- Enter your Branch sort code (if known).
- Read the instructions and sign the form, then return the whole form to Ribble Valley Borough Council.

The simplest and safest way to pay is by Direct Debit
HERE'S WHY

- You have a money back guarantee.
- You can forget queues, cheques and stamps.
- It's a lot safer than cash.

PLEASE COMPLETE THE INSTRUCTION BELOW AND RETURN THE WHOLE OF THIS LETTER TO RIBBLE VALLEY BOROUGH COUNCIL

Instruction to your Bank/Building Society to pay Direct Debits.

Please complete parts 1-5 to instruct your branch to make payments directly from your account.

Then return the form direct to: Ribble Valley Borough Council, Council Offices, Church Walk, CLITHEROE, Lancs BB7 2RA

1 Please write the full postal address of your branch in the box below

To: The Manager _____

Bank/Building Society

Address: _____

_____ Postcode _____

2 Name of account holder(s) _____

3 Account Number: | | | | | | | | |

4 Sort code (if known) | | | | | | | |

Banks/Building Societies may refuse to accept instructions to pay Direct Debits from some types of accounts.

Originator's Identification No: 9 4 0 7 2 6

Originator's reference: | | | | | | | |

5 Your instruction to the Bank/Building Society and signature(s)

- I/We instruct you to pay Direct Debits from my/our account at the request of Ribble Valley Borough Council
- The amounts are variable and may be debited on various dates.
- I/We understand that Ribble Valley Borough Council may change the amounts and dates only after giving me/us prior notice.
- I/We will inform the Bank/Building Society in writing if I/We wish to cancel this instruction
- I/We understand that if any Direct Debit is paid which breaks the terms of this instruction, the Bank/Building Society will make a refund.

Signature(s): _____

Date

CT/DIRECT DEBIT BANK BUILDING SOCIETY