City of NOTTINGHAM

Council Tax Section

Instruction to your Bank or Building Society to pay Direct Debits

DIRECT Debit

Originators identification Number

8	5	0	5	8	3

Please fill in the shaded areas 1-8 using a ball point pen and send to:

Nottingham City Council
City Treasurer's Department
The Guildhall
Burton Street
Nottingham NG1 2DE

1 Name(s) of Account Holders

2 Bank/Building Society Account Number

3 Branch Sort Code

		–			–		

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

To: The Manager — Bank/Building Society

Address

Post Code

5 Reference Number (Council Tax Account Number)

This information is to be provided for the benefit of Nottingham City Council and is not part of the instruction to your Bank or Building Society.

6

Please circle your preferred monthly payment date	**15th**	**22nd**	**28th**

7 Your Name(s) and Address

Your Name(s)

Address

Post Code

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

8

Signature(s)

Date

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

DIRECT Debit

- 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 Nottingham City Council will notify you 10 working days in advance of your account being debited or as otherwise agreed.
- If an error is made by Nottingham 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.