



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



Please fill in the whole form including official use box using a ball point pen and send it to:

**Cannock Chase District Council,  
Revenues and Benefits Service,  
PO Box 28, Civic Centre, Beecroft  
Road, Cannock, Staffs. WS11 1BG**

## Service user number:

9	7	1	9	2	8
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## Name(s) of account holder(s)

..... .....
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## Bank/building society account number

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## Branch sort code

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## Name & full postal address of your bank or building society

To: The Manager .....
Bank/building society
Address:.....
.....
.....Postcode:.....

## Reference Number

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### FOR CANNOCK CHASE DISTRICT COUNCIL OFFICIAL USE ONLY

**This is not part of the instruction to your bank or building society.**

What date each month do you want your Council Tax payment to be debited from your account:

3<sup>rd</sup>  4<sup>th</sup>  10<sup>th</sup>  17<sup>th</sup>  20<sup>th</sup>  24<sup>th</sup>  28<sup>th</sup>

Please indicate the number of instalments required per year:

10 instalments  12 instalments

Full name of liable person(s)

.....
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Address:.....

.....

Postcode:.....

### Instruction to your bank or building society

Please pay Cannock Chase 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 Cannock Chase District Council and, if so, details will be passed electronically to my bank/building society.

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



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