

Direct Debit Instruction

Wiltshire Council
Revenues Team, Monkton Park,
Chippenham, Wilts. SN15 1ER
Tel: 0300 456 0109
Fax: (01249) 443158
Email: Counciltax@wiltshire.gov.uk
Web: www.wiltshire.gov.uk

Wiltshire Council

Where everybody matters

Direct Debit is the simplest and most convenient way to pay your Council Tax

Should you wish to change your method of payment please complete this instruction and RETURN IT TO THE COUNCIL.

Please circle your preferred payment date and number of instalments

| | Maximum number of instalments | Payment date choice of |
|----------|-------------------------------|-------------------------|
| Name: | 1 (yearly) | 1st |
| Address: | 2 (half yearly) | 1st |
| | 10 (monthly) | 1 st or 15th |
| | 12 (monthly) | 1 st or 15th |
| | | |

Instruction to your bank or Building Society to pay Direct Debits.
Please fill in the whole form and send it to:



WILTSHIRE COUNCIL,
MONKTON PARK,
CHIPPENHAM,
WILTS, SN15 1ER

Originators Identification Number
940736

1. Name & full postal address of your Bank or Building Society branch

4. Bank or Building Society Account Number

| | |
|-----------------|-----------------------|
| To: The Manager | Bank/Building Society |
| Address | |
| Post Code | |

| | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|
| | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|

5. Local Authority Reference Number

| |
|--|
| |
|--|

6. Instruction to your Bank or Building Society

Please pay Wiltshire Council Direct Debits from the account in this Instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand this Instruction may remain with Wiltshire Council and, if so, details will be passed electronically to my Bank/Building Society.

3. Branch sort code

(from the top right hand corner of your cheque book)

| | | | | | |
|--|--|--|--|--|--|
| | | | | | |
|--|--|--|--|--|--|

Signature(s):

Date:

Telephone number:

Banks and Building Societies may not accept Direct Debit Instructions from some types of account.

In the event that you change your address within this area, this instruction may be used in respect of your new Council Tax account.

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 Wiltshire Council will notify you 7 working days in advance of your account being debited or as otherwise agreed. If you request Wiltshire 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 Wiltshire 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 Wiltshire 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.

