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Part A Instruction to your Bank or Building Society to pay by Direct Debit

To pay Council Tax by Direct Debit, complete parts A of this form and return to the above address.

Name(s) of Account Holder(s)

Originator's Identification Number

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Bank/Building Society Account Number

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Council Tax Billing Number

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(You will find this on your Council Tax bill)

Branch Sort Code

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Instruction to your Bank/Building Society

Please pay West Lancashire Borough 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 West Lancashire Borough Council and, if so, details will be passed electronically to my Bank/Building Society.

Name and full postal address of your bank/building society

The Manager Bank/building

society

.....

.....

Banks and Building Societies may not accept Direct Debit Instructions for some types of Accounts

I/We wish to pay my/our direct debit(Tick✓ appropriate box)

Annually - 2nd April (payable by one instalment)

Twice Yearly – 2nd April and 2nd October

Monthly - 2nd or 15th Of each month

Signature(s)

Date

Your Address

.....
.....

Contact Telephone No:

A bill will be issued advising of payment dates and amounts
Complete Part A and return to this office

Part B

This Guarantee should be detached & retained by the Payer

The Direct Debit Guarantee



The Direct Debit Guarantee

The 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, West Lancashire Borough Council will notify you 10 working days in advance of your account being debited or as otherwise agreed.
- If you request West Lancashire Borough 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 West Lancashire Borough 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 West Lancashire Borough 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 West Lancashire Borough Council