



North Warwickshire  
Borough Council



## COUNCIL TAX

### Instruction to your Bank or Building Society to pay by Direct Debit

Please fill in the whole form using a ball point pen.

Service User Number

Name and address

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Please return completed form to:

**Council Tax Department  
North Warwickshire Borough Council  
Council House  
South Street  
Atherstone  
Warwickshire  
CV9 1DE**

For North Warwickshire Borough Council  
Official Use Only

**This is not part of the instruction to your Bank or Building Society.**

**Please select your preferred payment date:-**

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1<sup>st</sup> of each month  Weekly

5<sup>th</sup> of each month  25<sup>th</sup> of each month

15<sup>th</sup> of each month

**If you do not tick any of the above the 1<sup>st</sup> of each month will be used.**

North Warwickshire Borough Council Account Reference

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Name(s) of Account Holders(s)

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Branch Sort Code

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Bank/Building Society Account Number

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Name and full postal address of your Bank or Building Society

To the Manager	Bank/Building Society
Address	
Post Code	

#### Instruction to your Bank or Building Society.

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

Signature(s)	
Date	Tel No:

**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 North Warwickshire Borough Council will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request North Warwickshire 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 North Warwickshire 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 North Warwickshire 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 us.

