



**INSTRUCTION TO YOUR BANK OR BUILDING SOCIETY TO PAY BY DIRECT DEBIT**

8 5 0 9 1 9

**Originator's identification number**

Head of Finance  
Council Tax Unit  
Hewson House  
Brigg, North Lincolnshire  
DN20 8EG

Please complete the whole form using a ballpoint pen and return to North Lincolnshire Council at the above address

<p>Name and full postal address of your Bank or Building Society branch</p> <p>To the Manager: .....</p> <p>.....Bank/Building Society</p> <p>Address: .....</p> <p>.....</p> <p>Postcode: .....</p>	<p>Council Tax account number:.....</p>										
<p>Name(s) of account holder(s):</p> <p>.....</p>	<p>Please specify payment date: (If a date is not indicated the direct debit will be deducted on the second day of the month)</p> <p><input type="checkbox"/> 2    <input type="checkbox"/> 8    <input type="checkbox"/> 15    <input type="checkbox"/> 22</p> <p>This is not part of the instruction to your Bank or Building Society <b>FOR NORTH LINCOLNSHIRE COUNCIL OFFICIAL USE ONLY</b></p>										
<p>Bank / Building Society account number:</p> <table border="1" data-bbox="175 1150 609 1207"> <tr> <td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td> </tr> </table>											<p>Instruction to your Bank or Building Society:</p> <p>Please pay North Lincolnshire Council direct debits from the account detailed in this instruction subject to the safeguards assured by The Direct Debit Guarantee.</p> <p>I understand that this instruction may remain with North Lincolnshire Council and, if so, details will be passed electronically to my Bank/Building Society.</p>
<p>Branch sort code:</p> <table border="1" data-bbox="170 1354 625 1402"> <tr> <td> </td><td> </td> <td> </td><td> </td> <td> </td><td> </td> </tr> </table>							<p>Signature(s): .....</p> <p>.....</p> <p>Date: .....</p>				

Banks and Building Societies may not accept Direct Debit Instructions for some types of account  
*This guarantee should be retained for your information*

**The Direct Debit Guarantee**

- 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, North Lincolnshire Council will inform you 10 working days in advance of your account being debited or as otherwise agreed.
- If an error is made by North Lincolnshire 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 the Council Tax Unit at the above address.