



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

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Originator's identification No

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>Post Code</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 1st of the month)</p> <p><input type="checkbox"/> 1st <input type="checkbox"/> 8th <input type="checkbox"/> 15th <input type="checkbox"/> 22nd</p> <p>This is not part of the instruction to your Bank or Building Society FOR NORTH LINCOLNSHIRE COUNCIL OFFICIAL USE ONLY</p>										
<p>Bank / Building Society account number:</p> <table border="1" style="width: 100%; height: 20px;"> <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>Signature(s)</p> <p>.....</p> <p>Date</p>
<p>Branch Sort Code:</p> <table border="1" style="width: 100%; height: 20px;"> <tr> <td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table>											

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

<p>The Direct Debit Guarantee</p>
<ul style="list-style-type: none"> <input type="checkbox"/> This Guarantee is offered by all Banks and Building Societies that take part in the Direct Debit Scheme. <input type="checkbox"/> The efficiency and security of the Scheme is monitored and protected by your own Bank or Building Society. <input type="checkbox"/> 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. <input type="checkbox"/> 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. <input type="checkbox"/> 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.