

## INSTRUCTION TO YOUR BANK

## OR BUILDING SOCIETY TO PAY BY DIRECT DEBIT

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Originator's Identification Number

Local Taxation & Benefits  
Hewson House  
Station Road  
Brigg  
North Lincolnshire  
DN20 8XB

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

Name and full postal address of your Bank or Building Society branch:  To the Manager: ..... .....Bank/Building Society.  Address: ..... .....  Post Code: .....	Council Tax Account Number: .....										
	Please specify payment date: (If a date is not indicated the direct debit will be deducted on the 1st of the month)  <input type="checkbox"/> 1st <input type="checkbox"/> 8th <input type="checkbox"/> 15th <input type="checkbox"/> 22nd  Please specify an instalment plan  <input type="checkbox"/> 10 monthly <input type="checkbox"/> 12 monthly										
Name(s) of account holder(s):  .....	This is not part of the instruction to your Bank or Building Society.										
Bank / Building Society account number:  <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>											Instruction to your Bank or Building Society:  Please pay North Lincolnshire 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 Lincolnshire Council and, if so, details will be passed electronically to my Bank/Building Society.
Branch Sort Code:  <table border="1" style="width: 100%; height: 20px;"> <tr> <td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table>							Signature(s): ..... .....  Date: .....				

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 accept instructions to pay Direct Debits.
- If there are any changes to the amount, date or frequency of your Direct Debit, North Lincolnshire Council will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request North Lincolnshire 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 Lincolnshire Council or your Bank or Building Society, you are entitled to a full and immediate refund from your bank or building society. **If you receive a refund you are not entitled to, you must pay it back when North Lincolnshire 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 the council of the cancellation.