



INSTRUCTION TO YOUR BANK

OR BUILDING SOCIETY TO PAY BY DIRECT DEBIT

8 5 0 9 1 9

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.

Form with fields for: Name and full postal address of your Bank or Building Society branch; Council Tax Account Number; Name(s) of account holder(s); Bank / Building Society account number; Branch Sort Code; Please specify payment date; Instruction to your Bank or Building Society; 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...
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.