



Tendring District Council



Instruction to your bank or building society to pay by Direct Debit

Please fill in the whole form including official use box using a ball point pen and send it to:

Tendring District Council
Council Tax
88-90 Pier Avenue
Clacton on Sea
Essex
CO15 1TN

Service user number

6 2 4 4 7 7

FOR Tendring District Council OFFICIAL USE ONLY

This is not part of the instruction to your bank or building society.

Please complete this part

1. Please advise us of the name and address of the person from whose account the direct Debits will be taken.

Name: _____

Address: _____

2. If you are filling in this Direct Debit instruction but it is not your own Council Tax bill that you wish to pay, please tick this box []

3. Payment to be made (tick one)

MONTHLY (usually 10 per financial year)

OTHER

- Monthly on the 1st of each month
Monthly on the 8th of each month
Monthly on the 15th of each month
Monthly on the 20th of each month
Monthly on the 28th of each month

- Quarterly
Half Yearly
Annually

Name(s) of account holder(s)

Blank form for account holder name

Bank/building society account number

Blank form for account number

Branch sort code

Blank form for branch sort code

Name and full postal address of your bank or building society

To: The Manager Bank/building society
Address
Postcode

Instruction to your bank or building society

Please pay Tendring District 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 Tendring District Council and, if so, details will be passed electronically to my bank/building society.

Signature(s)

Date

Reference (Council Tax Account Number on the bill)

Blank form for reference number

DD11

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, Tendring District Council will notify you 10 working days in advance of your account being debited or as otherwise agreed.
If an error is made in the payment of your Direct Debit, by Tendring District 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
You can cancel a Direct Debit at any time by simply contacting your bank or building society.