DIRECT Debit

DARTFORD BOROUGH 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:

Council Tax Section
Dartford Borough Council
Civic Centre
Home Gardens
Dartford Kent
DA1 1DR

Service user number

9	7	1	3	7	2

Name(s) of account holder(s)

Bank/building society account number

Branch sort code

Name and full postal address of your bank or building society

To: The Manager — Bank/building society

Address

Postcode

Reference

FOR DARTFORD BOROUGH COUNCIL OFFICIAL USE ONLY
This is not part of the instruction to your bank or building society.

Please tick your preferred payment date:

☐ 1st ☐ 8th ☐ 15th ☐ 22nd
(If none of the boxes are ticked your debit will be taken on 1st)

Please tick Frequency of Payment:

☐ Monthly ☐ Quarterly ☐ ½ Yearly

Address of property: .....
.....

Which year/debt this instruction is for? .....
i.e. current year/next year/arrears. Please note we cannot accept a direct debit for a debt that has already been passed to a bailiff.

Instruction to your bank or building society
Please pay Dartford Borough 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 Dartford Borough Council and, if so, details will be passed electronically to my bank/building society.

Signature(s)

Date

Banks and building societies may not accept Direct Debit Instructions for some types of account

DDI1

This guarantee should be detached and retained by the payer.

The Direct Debit Guarantee

DIRECT Debit

- 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 Dartford Borough Council will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Dartford Borough 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 Dartford Borough 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
  - If you receive a refund you are not entitled to, you must pay it back when Dartford Borough 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 us.