

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

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

Council Tax Section  
 Dartford Borough Council  
 PO Box 103  
 Argyle Road  
 Sevenoaks Kent  
 TN13 1GS

Service user number

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Name(s) of account holder(s)


Branch sort code

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Bank/building society account number

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Name and full postal address of your bank or building

To: The Manager	Bank/building society
Address	
Postcode	

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   
  23rd  
 (If none of the boxes are ticked your debit will be taken on the 1st)

Please tick frequency of payment:

Monthly   
  Half Yearly   
  Annually   
  Quarterly

Address of property: .....

.....  
 .....  
 .....  
 .....Postcode: .....

Instruction to you 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

Account Reference Number (as shown on your bill)

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-----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 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.