



INSTRUCTION TO YOUR BANK OR BUILDING SOCIETY TO PAY BY DIRECT DEBIT

Please fill in this instruction, sign, and return it to:
Uttlesford District Council, Council Offices,
London Road, Saffron Walden, Essex CB11 4ER

Originator's Identification Number

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Reference (If known)

Instruction to your Bank or Building Society
Please pay Uttlesford District Council 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 Uttlesford District Council and, if so, details will be passed electronically to my Bank/Building Society.

Signature(s)

Date

Name and full postal address of your Bank or Building Society Branch

To: The Manager

Bank/Building Society

Address

Postcode

Name(s) of account holder(s)

Branch sort code

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Bank or Building Society account number

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Banks and Building Societies may not accept Direct Debit Instructions for some types of account.



This is not part of the Instruction to your Bank or Building Society and must be detached by Uttlesford District Council before submission to the paying branch

Please state your property address

Postcode

1 st		8 th		15 th		23 rd	
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Council Tax, Business Rates and Housing Rents:
Choose the payment date that suits you best



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 take part in the Direct Debit Scheme. The efficiency and security of the Scheme is monitored and protected by your own Bank or Building Society.
- If the amounts to be paid or the payment dates change, Uttlesford District Council will notify you 10 working days in advance of your account being debited or as otherwise agreed.
- If an error is made by Uttlesford District Council or your Bank or Building Society, you are guaranteed a full and immediate refund from your branch of the amount paid.
- You can cancel a Direct Debit at any time by writing to your Bank or Building Society. Please also send a copy of your letter to us.

WHY NOT PAY BY DIRECT DEBIT?



Set up a simple Direct Debit for your Council Tax, Housing Rent or Business Rates and pay the easy way.

It's one less thing to worry about.

PAY YOUR COUNCIL BILLS THE EASY WAY

1 PICK UP A PEN **2** FILL IN THE FORM **3** POST AND RELAX

DIRECT DEBIT. THE HASSLE-FREE WAY TO PAY.

Direct Debit is a convenient way to pay in monthly instalments direct from your bank account.

It saves time and cuts out hassle because you don't have to queue at a cash counter or post a cheque each month.

It's safe and secure because you are protected by a comprehensive Direct Debit Guarantee which means you get an immediate refund if your bank or the council make a mistake.

IT ONLY TAKES A MINUTE – SO SET YOURS UP TODAY.

Setting up your Direct Debit is quick and easy. It only takes a minute to complete and return the simple form attached.

Setting up your Direct Debit is quick and easy. It only takes a minute to complete and return the simple form attached, or if you prefer you can call us on 01799 510510 or go online at www.uttlesford.gov.uk/main.cfm?Type=YCWTP&MenuId=296

We'll make all the arrangements with your bank and will usually send you a revised bill.

It's as simple as that!

