



Uttlesford District Council

Council Offices, London Road, Saffron Walden Essex CB11 4ER

Telephone 01799 510510 Fax: 01799 510550

Email: uconnect@uttlesford.gov.uk www.uttlesford.gov.uk

Council Tax Direct Debit Instruction

Please complete and return to Uttlesford District Council at the address listed above

Name: Council Tax Ref No:

Address:

Telephone: Email:

Property address the direct debit refers to if different from above

Name(s) of account holder(s)

Bank/building society account number

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Branch sort code

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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 to pay by Direct Debit

Service user number

| | | | | | |
|---|---|---|---|---|---|
| 9 | 9 | 0 | 8 | 0 | 8 |
|---|---|---|---|---|---|

Reference

| | | | | | | | |
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Instruction to your bank or building society

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

| |
|-----------|
| Signature |
| |
| Date |

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.

Council Tax: Choose the payment date that suits you best.

| | | | |
|------------------|--------------------------|------------------|--------------------------|
| 1 st | <input type="checkbox"/> | 8 th | <input type="checkbox"/> |
| 15 th | <input type="checkbox"/> | 23 rd | <input type="checkbox"/> |

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