



Instruction to your Bank or Building Society to pay by Direct Debit

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

Peterborough City Council
Town Hall
Bridge Street
Peterborough
PE1 1HQ

Originators Identification Number

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Reference

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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

Please pay Peterborough City 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 Peterborough City 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



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 Peterborough City Council will notify you 10 working days in advance of your account being debited or as otherwise agreed.
- If an error is made by Peterborough City 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.

PETERBOROUGH CITY COUNCIL

PAYMENT OF COUNCIL TAX/ BUSINESS RATES BY DIRECT DEBIT

here are a number of ways you may choose to pay the council Tax

here is however only one way which will save you time, money and unnecessary cost – DIRECT DEBIT

DIRECT DEBIT the easiest, safest and most convenient way to pay your Council Tax.

people paying by DIRECT DEBIT have the **additional** options of paying on the 8th, 15th or 25th of each month – a facility only available to those paying by DIRECT DEBIT.

EVERYONE wishing to pay by DIRECT DEBIT should complete the form overleaf and Section A below

SECTION A. THIS IS NOT PART OF THE INSTRUCTION TO YOUR BANK OR BUILDING

ADDRESS FOR WHICH PAYMENT IS BEING MADE

FREQUENCY OF PAYMENTS – DIRECT DEBIT (please ✓)

Monthly (10 instalments)

1st | 8th

15th | 25th

Half yearly

Quarterly

Yearly

- **DIRECT DEBIT**
Simple, easy convenient
 - **DIRECT DEBIT**
Safety guaranteed by your Bank/Building Society
 - **DIRECT DEBIT**
Advance notice given of amount to be deducted
 - **DIRECT DEBIT**
Available now at a Bank/Building Society near you
 - **DIRECT DEBIT**
No extra charge
 - **DIRECT DEBIT**
Better than standing orders – no need to change your instructions should the amount vary
 - **DIRECT DEBIT**
All the work is done for you, yet you stay in control
-
- **DIRECT DEBIT**
No more queuing
No more writing cheque after cheque
No more postage costs
No more carrying around large sums of cash
 - **DIRECT DEBIT**
Giving you more free time
- DIRECT DEBIT – A POPULAR SYSTEM**
Over 900 million payments a year