

Allerdale Borough Council

Allerdale House, Workington CA14 3YJ

Telephone: (01900) 702530



COUNCIL TAX



Please fill in the whole of the form using ink and send it to the address shown above.

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 Number (as shown on your bill)

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For Allerdale Borough Council Official Use Only

This is not part of the instruction to your Bank or Building Society.
I wish to pay monthly on or immediately after this date:-

1st 15th (tick preferred date)

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

Originator's Identification Number

9 4 8 8 3 5

FOR ALLERDALE BOROUGH COUNCIL OFFICIAL USE ONLY
This is not part of the instruction to your Bank or Building Society

(Your name and address)

Instruction to your Bank or Building Society

Please pay Allerdale Borough Council Direct Debits from the account detailed in this instruction subject to the safeguards assured by the Direct Guarantee. I understand that this Instruction may remain with Allerdale Borough Council and if so, details will be passed electronically to my Bank/Building Society

Signature(s)	
Date	Bank Account Holder(s)

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 Allerdale Borough Council will notify you 10 working days in advance of your account being debited or as otherwise agreed.

If you request Allerdale 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 Allerdale 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 Allerdale 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.

Direct Debit

SOME QUESTIONS ANSWERED

Q Who will be able to pay a Council Tax Bill by Direct Debit?

A Anyone with a Bank or participating Building Society current account.

Q Will I receive a Council Tax Bill?

A Yes, but for information purposes only, to tell you the amounts and dates your payments will be due.

Q What if I don't agree with the bill?

A No problem. If you have any queries about your bill, please advise us so that we can investigate.

Q Is it true that I need do nothing once the Direct Debit is in operation?

**A Absolutely. There's no need for you to write cheques, find stamps and a postbox, or queue to pay ever again.
From now on, once your Bank or Building Society has accepted your Direct Debit Instruction, the amount will be transferred from your account to ours, but not before the specified date.**

Q Is there any risk of money disappearing from my account without my knowing?

A No. The Direct Debit Instruction does not give us or anyone else access to your account. We can only collect from your account the amounts previously advised and agreed by you.

Q What if I change address?

A Providing you are moving within the Allerdale Borough area and advise us of your new address, we can arrange for you to continue paying by Direct Debit.

Q How can I cancel my Direct Debit?

A Simply write to your Bank or Building Society, with a copy to us please. You are free to cancel your Direct Debit at any time, and go back to paying your Council Tax another way.

We are convinced that you will find Direct Debit the most convenient and controllable way to pay your Council Tax.

Your Bank or Building Society will make an immediate refund should a payment ever be made which breaks the terms of your instruction.