|  |  |  |
| --- | --- | --- |
| Council Logo | Instruction to yourbank or building societyto pay by Direct Debit |  |
| **Please fill in the whole form using a ball point pen and send it to:** |  | **Service User Number (Medway Council use only)** |
| Medway Council Revenues ServiceGun WharfDock RoadChathamKentME4 4TR |  |

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| --- | --- | --- | --- | --- | --- |
| **9** | **8** | **3** | **3** | **5** | **0** |

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|  | **FOR MEDWAY COUNCIL OFFICIAL USE ONLY** This is not part of the instruction to your Bank or Building Society. |
|  | **Name of person(s) / company liable to pay:** |
|  |  |
|  |  |  |
| **Council Tax Payment Reference Number** |  |  |
|  |  | **Address of property:** |
|  |  |  |
|  |  |
| **Name(s) of account holder(s)** |
|  |  |  | Postcode |
|  |  |
|  |  | Direct Debits are normally paid on the 28th of each month over 10 months. Alternatively, tick the boxes to indicate your preferred payment date and number of payments:

|  |  |  |
| --- | --- | --- |
| **1st****monthly** | **15th****monthly** | **28th****monthly** |
|  |  |  |

|  |  |
| --- | --- |
| **10****months** | **12****months** |
|  |  |

Instruction to your bank or building societyPlease pay Medway 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 Medway Council and, if so, details will be passed electronically to my bank/building society. |
|  |  |
| **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 |  | Signature(s) |
|  |  |  |
|  |  |  |
|  |  |  |
|  | Postcode |  | 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** |
|  | TheDirect DebitGuarantee |  |
|  | * This Guarantee is offered by all banks and building societies that accept instructions to pay Direct Debits
* If there are any changes in the amount, date or frequency of your Direct Debit Medway Council will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Medway 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 Medway 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 Medway 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.
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