



Exchequer Division  
Corporate Resources Department  
Civic Centre  
Plymouth  
PL1 2AA

Telephone: 01752 304520

Office Hours:  
Monday, Tuesday, Thursday and Friday 8.30am to 5pm  
Wednesday 9.45am - 5pm

### **Council tax payment by Direct Debit**

Please add your bank details, council tax payment reference, signature and preferred date of payment then return the form to the above address.

A new account will then be issued listing amounts and dates of payments.  
Please continue paying by your current method until this account is received.

**Please note:** Payments by Direct Debit can only be made on the **1<sup>st</sup>** or the **15<sup>th</sup>** of every month

#### **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 amount to be paid or the payment dates change Plymouth 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 Plymouth 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.



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**Instruction to your bank or building society to pay Direct Debits**



Please complete and return to **Plymouth City Council, Finance Department, Civic Centre, Plymouth PL1 2AA**

<p><b>1.</b> Please write the full postal address of your bank or building society branch in the box below</p> <p>To the Manager</p> <p style="text-align: right;">Bank or building society</p> <p>Address</p> <p style="text-align: right;">Postcode</p>	<p><b>6.</b> Council tax payment reference</p> <table border="1" style="width: 100%; height: 20px; border-collapse: collapse;"> <tr> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> </tr> </table> <p>Your instructions to the bank or building society, and signature(s)</p> <p><b>7.</b> Please pay Plymouth City Council Direct Debits from the account detailed on this instruction, subject to the safeguards assured by the Direct Debit guarantee (see above). I understand that this instruction may remain with Plymouth City Council and, if so, details will be passed electronically to my bank or building society.</p> <p>Signature: _____</p> <p>Date: _____</p>																														
<p><b>2.</b> Name of account holder</p> <p><b>3.</b> Account number <table border="1" style="display: inline-table; border-collapse: collapse;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table></p> <p><b>4.</b> Sort code <table border="1" style="display: inline-table; border-collapse: collapse;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table> - <table border="1" style="display: inline-table; border-collapse: collapse;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table> - <table border="1" style="display: inline-table; border-collapse: collapse;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table></p> <p><b>5.</b> Originator's identification number</p> <table border="1" style="margin-left: 20px; border-collapse: collapse;"> <tr> <td style="width: 20px; text-align: center;">9</td> <td style="width: 20px; text-align: center;">5</td> <td style="width: 20px; text-align: center;">8</td> <td style="width: 20px; text-align: center;">7</td> <td style="width: 20px; text-align: center;">7</td> <td style="width: 20px; text-align: center;">5</td> </tr> </table> <p>Banks or building societies may refuse to accept instructions to pay direct debits from some types of account.</p>																									9	5	8	7	7	5	<p>For Plymouth City Council <b>customer</b> use only This is not part of the instruction to your bank or building society</p> <p>Please indicate your preferred date of payment <b>1<sup>st</sup></b> <input type="checkbox"/> or <b>15<sup>th</sup></b> <input type="checkbox"/> of the month</p>
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