

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

Please complete the instruction and send or e-mail to

New Forest District Council
Appletree Court
Beaulieu Road
Lyndhurst
SO43 7PA
counciltax@nfdc.gov.uk

Service User Number

990825

Council Tax Reference Number

1	6						
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Name 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 _____

Please indicate how you wish to pay:

Collection Date (1 st)		Maximum number of instalments (per annum)		
(15 th)	(23 rd)	(10)	(12)	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Instruction to your Bank or Building Society

Please pay New Forest 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 New Forest 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 guarantee should be detached and retained by the payer



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, New Forest District Council will notify you 5 working days in advance of your account being debited or as otherwise agreed. If you request New Forest 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 New Forest 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 New Forest 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.