



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



Originator's Identification Number

9 9 1 3 9 5

Please fill in the whole form in BLOCK CAPITALS and send it to: **Information Station, Old Station Building, Queensway, Newport, NP20 4AX**

6 Instruction to your Bank or Building Society

Please pay Newport City Council Direct Debits from the account detailed on this instruction subject to the safeguards assured by the Direct Debit Guarantee.

I understand that the details on this instruction may be passed electronically to my Bank/Building Society.

1 Name and full postal address of your Bank or Building Society branch

To: The Manager

..... Bank or Building Society

Address.....

.....

..... Post Code.....

FOR NEWPORT CITY COUNCIL USE ONLY
COUNCIL TAX PAYER PLEASE CIRCLE YOUR PREFERRED INSTALMENT DATE FROM OPTIONS BELOW

PAYMENT DATE

We wish to pay monthly on or just after the date (circle preferred date)

1st 5th 12th 20th

2 Name(s) of Account holder(s)

.....

Signature(s)

.....

Date

3 Branch sort code (from the top right hand corner of your cheque)

4 Bank or Building Society Account Number

7 Property Address

.....

5 Council Tax Account Number

.....

BANK AND BUILDING SOCIETIES MAY NOT ACCEPT DIRECT DEBIT INSTRUCTIONS FROM SOME TYPES OF ACCOUNT

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, Newport City Council will notify you at least 14 days in advance of your account being debited or as otherwise agreed. If you request Newport City 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 Newport City 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 Newport City 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.

