

Instruction to your bank or building society to pay by Direct Debit

Please fill in the whole form using a ball point pen and send to: Preston City Council, Revenues & Benefits Services, Community & Business Services Directorate, PO Box 30, Town Hall, Preston PR1 2GD.

Name and Full postal address of your bank or building society

To: The Manager	Bank/building society
Address	
Postcode	

Name(s) of account holder(s)

Bank/building society account number

Branch sort code

Service user number

Council tax reference

Instruction to your bank or building society

Please pay Preston City 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 Preston City Council and, if so, details will be passed electronically to my bank/building society.

Signature Date DD18

Please state your address. Please also tick your preferred payment date.

<input type="checkbox"/> (✓) 1st April* to 1st January	If you want 12 instalments and to finish payment in March, not January, please tick here. <input type="checkbox"/> <small>*or next available month (after allowing 14 days notice)</small>
<input type="checkbox"/> (✓) 7th April* to 7th January	
<input type="checkbox"/> (✓) 15th April* to 15th January	
<input type="checkbox"/> (✓) 21st April* to 21st January	
<input type="checkbox"/> (✓) 28th April* to 28th January	

This section about your address and choice of date is not part of the instruction to your Bank or Building Society.

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.

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 Preston City Council will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Preston 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 Preston 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 Preston 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.

There are no worries on Easy Street!

Pay your council tax by Direct Debit



Be like the Smart family and pay your Council Tax the worry-free Direct Debit way.

You'll spread the cost over 10 or 12 months and you'll enjoy the peace of mind of never being late to pay!

- Set up a Direct Debit with your bank and payments are made automatically but you stay in control - it can be cancelled any time
- Everything's protected by the Direct Debit Guarantee - you'll get a full refund from your bank if there's a mistake
- You can trust Direct Debit to be totally secure - so just relax and enjoy the way it frees up your time

To pay the Smart way, visit
www.preston.gov.uk/directdebit

or call us on
01772 906660 now

