



monmouthshire
sir fynwy



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 it to:

Monmouthshire County Council
Revenue Section
P.O. Box 106
Caldicot
NP26 9AN

Name(s) of account holders(s)

.....
.....

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
.....
Postcode

Reference (Council Tax / Business Rates)

.....

Service user number

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This is not part of the instruction to your bank or building society.

COUNCIL TAX / BUSINESS RATES

For Property Address

.....
.....

Choose payment frequency / collection date

- | | | | |
|------------------------|--------------------------|--|--------------------------|
| 10 Monthly Instalments | <input type="checkbox"/> | Extend instalments to March (council tax only) | <input type="checkbox"/> |
| Half Yearly | <input type="checkbox"/> | 1 st of month | <input type="checkbox"/> |
| Annually | <input type="checkbox"/> | 15 th of month | <input type="checkbox"/> |

TELEPHONE ENQUIRIES: 01633 644630

Email: counciltax@monmouthshire.gov.uk

Please provide your contact details in case of enquiries

Tel:

Email:

Instruction to your bank or building society

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

Signature(s)

.....

Date

.....

Banks and Building Societies may not accept Direct Debit instructions for some types of account

DD11

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 Monmouthshire County Council will notify you 14 working days in advance of your account being debited or as otherwise agreed. If you request Monmouthshire County 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 Monmouthshire County 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 Monmouthshire County 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.