

Dear Sir/Madam,

DIRECT DEBIT

We would like to take this opportunity to recommend Direct Debit - a more convenient way of paying your bills. Just look at the advantages:

**No cheques to write - No paperwork or postage - No queuing -
Payments are made for you by your Bank or Building Society**

Direct Debit is the cheapest way for the Council to collect your payments. The Savings on our collection costs are passed on to you in the form of better services.

It will always be regrettable if the Council has to take reminder action for unpaid Council Tax or Business Rates particularly in those cases where missed payments have merely been an oversight, Direct Debit will help avoid such a situation.

You may already pay other bills by Direct Debit so you know how valuable a service it can be as part of your budgeting. So why not change to Direct Debit now?

Simply complete the enclosed instruction and return it to me.



Yours faithfully

B. Pearson

Head of Exchequer, Revenues and Information Services.

N.B. Your Direct Debit GUARANTEE is overleaf, please keep it for your reference.

PLEASE RETURN THIS PORTION TO MONMOUTHSHIRE COUNTY COUNCIL

	<p>Instruction to your Bank or Building Society to pay Direct Debits.</p> <p>Please fill in the whole form and send it to: MONMOUTHSHIRE COUNTY COUNCIL, REVENUE SECTION, COUNTY HALL, CWMBRAN. NP44 2XH</p>							
		Originators Identification Number 8 3 0 2 7 7						
Name and full postal address of your Bank or Building Society branch								
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%; border-bottom: 1px solid black;">To The Manager</td> <td style="width: 20%; border-bottom: 1px solid black;">Bank or Building Society</td> </tr> <tr> <td colspan="2" style="border-bottom: 1px solid black;">Address</td> </tr> <tr> <td colspan="2" style="border-bottom: 1px solid black;">Postcode</td> </tr> </table>		To The Manager	Bank or Building Society	Address		Postcode		Council Tax or Business Rates Reference No.
To The Manager	Bank or Building Society							
Address								
Postcode								
Name(s) of account holder(s) 		Instruction to your Bank or Building Society Please pay Monmouthshire CC 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 CC and, if so, details will be passed electronically to my Bank/Building Society.						
Bank or Building Society account number 			Signature(s) _____ <div style="text-align: right; margin-top: 10px;">Date _____</div>					
Branch sort code <small>(From the top right hand corner of your cheque)</small> 								
Banks and Building Societies may not accept Direct Debit instructions for some types of account								
<p>This portion is to be retained by Monmouthshire County Council</p>								
Frequency of payment - please tick		Branch Title 						
10 monthly instalments <input type="checkbox"/>	Collection Date - please tick one	Sort Code 						
2 half yearly instalments <input type="checkbox"/>	1st of the month <input type="checkbox"/>	Account Number 						
1 Annual payment <input type="checkbox"/>	15th of the month <input type="checkbox"/>	Account Name 						
COUNCIL TAX OR BUSINESS RATES REFERENCE NUMBER 		Signature(s) _____ <div style="text-align: right; margin-top: 10px;">Date _____</div>						
Address (Home) _____ _____ _____								

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 amounts to be paid or the payment dates change, Monmouthshire CC will notify you 14 days in advance of your account being debited or as otherwise agreed.
- If an error is made by Monmouthshire County 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.

DIRECT DEBIT - YOUR QUESTIONS ANSWERED

- Q** *What sort of account do I need to use Direct Debits?*
- A** Most current accounts at Banks and Building Societies can be used to make Direct Debit payments. Some special deposit accounts now allow them too - just ask your branch.
- Q** *Can any organisation collect money by Direct Debits?*
- A** No. Banks and Building Societies only permit organisations with known integrity and sound financial and administrative capabilities to collect money by Direct Debit.
- Q** *Will I still receive bills?*
- A** Yes, but they will only be for information and to check against your Bank or Building Society statement.

**FOR MORE COUNCIL TAX AND BUSINESS RATES INFORMATION
TELEPHONE 01633 644630
FOR OTHER GENERAL COUNCIL ENQUIRIES TELEPHONE 01633 644644**