monmouthshire
sir fynwy

DIRECT Debit

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

Service user number

8	3	0	2	7	7

Please fill in the whole form using a ball point pen and send it to:

Monmouthshire County Council
Shared Revenues Service
Civic Centre
Pontypool
NP4 6YB

Name(s) of account holder(s)

Bank/building society account number

Branch sort code

Name and fill postal address of your bank or building society

To: The Manager — Bank//Building Society

Address

Reference (Council Tax / Business Rates)

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	☐	**1st of the month**	☐
Half Yearly	☐	**8th of the month**	☐
Annually	☐	**15th of the month**	☐
Extend to March (Council Tax only)	☐	**24th of the month**	☐

TELEPHONE ENQUIRIES

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 accounts.

DDI1

This Guarantee should be detached and retained by the payer.

The Direct Debit Guarantee

DIRECT Debit

- This Guarantee is offered by all banks and building societies that accept instructions to pay by 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.
- 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.