



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



Please fill in the whole form in black ink and send it to:

Originators Identification Number

9 5 4 1 8 5

Revenues
White Cliffs Business Park,
Dover, Kent CT16 3PJ

1. Name(s) of account holder(s)

2. Branch sort code

(from the top right hand corner of your cheque)

 - -

3. Bank/building society account number

4. Name and full address of your bank or building society

To the Manager	Bank/building society
Address	
Post Code	

5. Reference number

For Dover District Council official use only.

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

6. Please tick which debt type you want to pay

<input type="checkbox"/> Council Tax	<input type="checkbox"/> Non-Domestic Rates
<input type="checkbox"/> Housing Benefit Overpayments	

7. Name of payer and address of property

Name _____

Address _____

Tel: (optional) _____

Please tick one of the following boxes for the day of the month you want the Direct Debit taken from your account. (If you do not select a date one will be chosen by the Council)

1st 5th 12th 19th 24th 28th

8. Instruction to your bank or building society

Please pay Dover District Council Direct Debits from the account detailed on this Instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that this Instruction may remain with Dover District Council and, if so, details will be passed electronically to my bank/building society.

Signature _____ Date _____

Signature _____ Date _____

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

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, Dover District Council will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Dover District Council to collect a payment, confirmation of the amount and date will be given to you at the time of request
- If an error is made in the payment of your Direct Debit by Dover District 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 Dover District Council ask 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.



PAY BY DIRECT DEBIT

- COUNCIL TAX
- NATIONAL NON-DOMESTIC RATES
- HOUSING BENEFIT OVERPAYMENTS

A CONVENIENT WAY TO MAKE PAYMENT FROM YOUR BANK OR BUILDING SOCIETY CURRENT ACCOUNT

ADVANTAGES OF PAYING BY DIRECT DEBIT

By completing this instruction to pay by monthly Direct Debit there are advantages to yourself and the Council.

Your benefits are :

- No worries about remembering to pay at the right time
- No need to write out and post cheques
- No queuing at cash offices, banks or post offices
- You will not be required to renew the instruction each year as it is continuous
- The Council and your bank will arrange payments for you.

The main advantage to the Council is a substantial reduction in the cost of collection that benefits all payers.

IMPORTANT POINTS TO NOTE

- You will be notified in advance of the amount of each instalment.
- If you move within the Council's area a new instruction will not be required.

EXAMPLE SHOWING BANK DETAILS REQUIRED FROM YOUR CHEQUE BOOK

The diagram shows a tilted representation of a cheque book page with the following fields and annotations:

- Bank name and address:** "Bank plc", "GRENVILLE BRANCH", "17 LORDSSHIPS PLACE LONDON W7 4QT". An arrow points to this section with the text "Enter the name and full postal address of your branch".
- Sort code:** "10-80-12". An arrow points to this field with the text "Enter the bank's sort code".
- Date:** A line labeled "Date".
- Pay to:** A line labeled "Pay" followed by a blank space.
- Amount:** A box containing "£" followed by a blank space.
- Signature:** A line labeled "Signature" followed by a blank space.
- Bank account number:** "000000 10:8012: 123456789". An arrow points to this field with the text "Enter your bank account number".
- Payer name:** "APAYER". An arrow points to this field with the text "Enter the name of your bank account".