



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



Please fill in the whole form and send it to:

Council Tax  
Dover District Council  
White Cliffs Business Park  
Dover, Kent CT16 3PJ

Name(s) of account holder(s)

  

Bank or 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	
<input type="text"/> <input type="text"/>	
Postcode	

Reference

Banks and building societies may not accept Direct Debit Instructions for some types of account.

Service user number

9	5	4	1	8	5
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This box is for Dover District Council's information.  
It is not part of the Instruction to your bank or building society

COUNCIL TAX ACCOUNT NUMBER (if known, or address of property)

  

Please tick ONE date you want to pay monthly on:

1st	<input type="checkbox"/>	<input type="checkbox"/>	10 month	5th	<input type="checkbox"/>	12th	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	12 month				
19th	<input type="checkbox"/>	<input type="checkbox"/>	10 month	24th	<input type="checkbox"/>	28th	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	12 month				<input type="checkbox"/>

If you would like us to send all future Council Tax bills to your email address, please tell us your email address here. (This box is not mandatory)

Email address

  
  

This service is only available to people who are named on the bill. You can opt out of this at any time by filling in the unsubscribe form here ([www.dover.gov.uk/paperless](http://www.dover.gov.uk/paperless)). If you change your email address you must let us know straight away.

Telephone

**Instruction to your bank or building society:**

Please pay Dover District 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 Dover District Council and, if so, its details will be passed electronically to my bank or building society.

Signature(s)

Date

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 the 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 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.