



COUNCIL TAX PAYMENTS



Here's why Direct Debit is the simplest and safest way to pay: -

- You remain in control
- You have a money-back guarantee
- It's paid monthly but you only sign one form and Your Bank or Building Society does the rest
- You can forget queues, cheques, stamps – saving time and money
- It's a lot safer than cash
- You now have a choice of weekly payments on a Thursday or monthly payments on the 1st or 15th of the month

It's also cheaper and simpler for the Council to administer, which helps to keep council tax charges lower for everyone.

Remember, Direct Debits are **automated, not automatic**. So if you have a query, you have time to check anything you don't understand. Any payment which breaks the terms of your Instruction will be refunded immediately to your account.

So how do you change to Direct Debit?

Simply phone the Council Tax Customer Service Centre on 01546 605511 with your bank details, or alternatively complete the form below (instructions overleaf) and send it (no stamp required) to Direct Debit, Argyll and Bute Council, FREEPOST GW8636, Campbeltown, Argyll PA28 6BR.



INSTRUCTION TO YOUR BANK/BUILDING SOCIETY TO PAY DIRECT DEBITS

Please complete parts 1-5 to instruct your branch to make payments from your account, then return to:
Direct Debit, ARGYLL and BUTE COUNCIL, FREEPOST GW8636, Campbeltown, Argyll PA28 6BR.



1 Full postal address of your branch

To: The Manager _____
 _____ Bank/Bldg Soc
 Address _____
 _____ Postcode _____

Originators Identification Number

9	1	6	2	9	7
---	---	---	---	---	---

Council Tax Account Ref No:

--	--	--	--	--	--	--	--	--	--

Instruction to your Bank or Building Society

Please pay Argyll and Bute 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 Argyll and Bute Council and, if so, details will be passed electronically to my Bank/Building Society.

2 Name(s) of account holder(s)

3 Bank/Building Society account number

--	--	--	--	--	--	--	--	--	--

4 Branch sort code

--	--	--	--	--	--

Signature(s):

Address:

Date:

5 This is not part of the instruction to your Bank or Building Society. Monthly Monthly Weekly

Please tick your preferred payment date :

1st 15th

Starting 1st April 2011 15th April 2011 7th April 2011

HOW TO COMPLETE THE DIRECT DEBIT INSTRUCTION

Take the details, as shown in the example below, from a cheque of your own to complete the instruction. The numbers in the example coincide with the information requests in the instruction. If you are having difficulty, ask your bank for advice.

Typical Cheque

4	Bank Sort Code	90 – 25 – 10 ANY BANK LTD. MAIN STREET, ANYTOWN
1	Bank Name and Address	PAY _____ _____
3	Bank/Building Society Account Number	A.N. OTHER 732983 90 – 25 – 10 12398987

N.B. Please ensure that you enter the Council Tax Reference Number, which you can find on your Demand Notice, and that you sign the form and provide your full address.

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 Argyll & Bute Council will notify you 14 days in advance of your account being debited or as otherwise agreed.
- If an error is made by Argyll & Bute 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.