

# COUNCIL TAX DIRECT DEBIT

website download

Name and address of property to which the application relates	Please tick payment date	Please take my payments over
	<input type="checkbox"/> 1 <sup>st</sup> of each month	<input type="checkbox"/> 10 months April – January each financial year
	<input type="checkbox"/> 10 <sup>th</sup> of each month	<input type="checkbox"/> 12 months April – March each financial year
	<input type="checkbox"/> 20 <sup>th</sup> of each month	
	<input type="checkbox"/> 28 <sup>th</sup> of each month	

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



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

Halton Borough Council  
 Revenues & Benefits  
 PO Box 223  
 Widnes  
 WA8 2DA

Service user number

9 9 0 7 9 7

Reference

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Name(s) of account holder(s)


Bank/building society account number

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Branch sort code

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Name and full postal address of your bank or building society

To: The Manager	Bank/building society
Address	
Postcode	

**Instruction to your bank or building society**  
 Please pay Halton Borough 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 Halton Borough 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 account

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 Halton Borough Council will notify you ten working days in advance of your account being debited or as otherwise agreed. If you request Halton Borough 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 Halton Borough 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 Halton Borough 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.