



# Stockton-on-Tees BOROUGH COUNCIL

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

Please fill in the whole form and send it to: Stockton-on-Tees Borough Council, Revenues and Benefits Service, PO Box 410 TS23 2YD  
**Name and full postal address of your bank or building society**

To: The Manager	Bank/building society
Address	
Postcode	

**Service user number**

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**Instruction to your bank or building society**

Please pay Stockton-on-Tees 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 Stockton-on-Tees Borough Council and, if so, details will be passed electronically to my bank/building society.

**Name(s) of account holder(s)**


**Bank/building society account number**

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**Branch sort code**

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**Reference**

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Signature(s)
Date

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

This is not part of the Instruction to your bank or building society and must be detached by Stockton-on-Tees Borough Council before submission to the paying bank.

**Your Name and Address  
Council Tax Account No**

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**Payment Date** - You now have a choice of 4 monthly Direct Debit payment dates. Please tick **one of the boxes** below to confirm the date on which you want your monthly payments collected.

1st	<input type="checkbox"/>	5th	<input type="checkbox"/>	15th	<input type="checkbox"/>	28th	<input type="checkbox"/>
		10 months	<input type="checkbox"/>			12 months	<input type="checkbox"/>

**Instalments over**

**Do you want to receive your bill electronically?**

Yes  No

**If yes, please provide your email address**

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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 Stockton-on-Tees Borough Council will notify you normally ten working days working days in advance of your account being debited or as otherwise agreed. If you request Stockton-on-Tees 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 Stockton-on-Tees 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 Stockton-on-Tees 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.