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

Name(s) of account holder(s)

Bank/building society account number

Branch sort code

Reference

Service user number

6	8	8	4	5	4

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.

Signature(s)

Date

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

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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
Business Rate Account No

Payment Date - You now have a choice of 2 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 ☐ **15th** ☐

Instalments over

10 months ☐ **12 months** ☐

Do you want to receive your bill electronically?

Yes ☐ **No** ☐

If yes, please provide your email address

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.