BARNET
LONDON BOROUGH

Instruction to your Bank or Building Society to pay your Council Tax by Direct Debit

DIRECT Debit

Please complete the whole form using a black ball point pen and send it to:

London Borough Barnet
Council Tax
P.O. Box 2016
Pershore
WR10 9BH

Service User Number

9	9	2	8	8	4

Please make your choice of payment date and the number of instalments:

Please tick your choice of payment date:

☐ **1** ☐ **5** ☐ **10** ☐ **15** ☐ **20** ☐ **25**

Please tick the number of instalments:

☐ **10** ☐ **11** ☐ **12**

This will only apply to your main bill issued in April. For other bills, you will automatically receive the maximum number of instalments.

FOR INFORMATION ONLY:
This is not part of the instruction to your Bank or Building Society.

The direct debit process for your information:

1. You return this completed direct debit to L B Barnet.
2. L B Barnet will set up the direct debit process and calculate your instalments.
3. This instruction is sent to your bankers by L B Barnet.
4. At least 10 days in advance of the first payment date Barnet Council will issue you with a Business Rates demand notice listing the dates and amount of each instalments.

Name(s) of Account Holder(s)

Bank/Building Society Account Number

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 L B Barnet 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 the L B Barnet and, if so, details will be passed electronically to my Bank/Building Society.

Signature(s)

Date

Council Tax Reference Number

Banks and Building Societies may not accept Direct Debit Instructions for some types of accounts.

This guarantee should be detached and retained by the Payer

The Direct Debit Guarantee:

DIRECT Debit

- 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 L B Barnet will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request L B Barnet 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 L B Barnet 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 L B Barnet 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 L B Barnet on 020 8359 2608.