



This is not part of the instruction to your Bank or Building Society.  
**NAME & ADDRESS:**

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

Executive Director (Resources & Support Services)  
Newcastle-under-Lyme Borough Council  
Castle House  
Barracks Road  
Newcastle  
ST5 1BL

Name(s) of Account Holder(s)

Bank/Building Society account number

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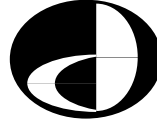
Branch Sort Code

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Name and full postal address of your Bank or Building Society

To: The Manager	Bank/Building Society
Address	
Postcode	

**PAYMENT OF COUNCIL TAX**  
**BY**



**DIRECT**  
**Debit**

**Instructions to your Bank or Building Society to pay by Direct Debit**

Originator's Identification Number

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**Instruction to your Bank/Building Society**

Please pay Newcastle-under-Lyme 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 Newcastle-under-Lyme Borough Council and, if so details will be passed electronically to my Bank/Building Society.

Signature(s)
Date

Reference Number

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(This is shown on the front of the Council Tax bill)

***I would like to pay on the 3<sup>rd</sup> 15<sup>th</sup> 25<sup>th</sup> \* of each month. (\*please circle your preferred 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**



**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 Newcastle-under-Lyme Borough Council will notify you 14 working days in advance of your account being debited or as otherwise agreed. If you request Newcastle-under-Lyme 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 Newcastle-under-Lyme 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 Newcastle-under-Lyme 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.