



# Instruction to your Bank or Building Society to pay by Direct Debit.

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

Wyre Forest District Council  
Duke House Clensmore Street  
Kidderminster  
Worcestershire  
DY10 2JX

Originator's Identification Number

9 8 2 1 2 5

FOR WYRE FOREST DISTRICT COUNCIL OFFICIAL USE ONLY

This is not part of the instruction to your Bank or Building society.

## COUNCIL TAX

### Instructions to your Bank or Building Society

Please pay Wyre Forest District 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 Wyre Forest District 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

Branch sort code

Name and full postal address of your Bank or Building Society

To: The Manager	Bank/Building Society
Address	
Postcode	

Council Tax Reference Number

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 take part in the Direct Debit Scheme. The efficiency and security of the Scheme is monitored and protected by your own Bank or Building Society.
- If the amounts to be paid or the payment dates change, **Wyre Forest District Council** will notify you 10 working days in advance of your account being debited or as otherwise agreed.
- If an error is made by **Wyre Forest District Council** or your **Bank or Building Society**, you are guaranteed a full and immediate refund from your branch of the amount paid.
- You can cancel a Direct Debit at any time by writing to your Bank or Building Society. Please also send a copy of your letter to us.

(This is not an integral part of the instruction)

**Please complete this box in all cases.**

Address of property for which payment of Council Tax applies.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Post Code: \_\_\_\_\_

**Please complete this box if the Bank/Building Society account holder is not the person liable for council tax**

Name and Address of the Bank/Building Society account holder to whom notifications of changes in amounts and/or dates should be made.

Bank/Building Society account holders name: \_\_\_\_\_

Address for correspondence: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Post Code: \_\_\_\_\_