Instruction to your Bank or Building Society to pay Direct Debits

Please fill in the boxes using a black pen and return this instruction to:

Council Tax Section
North East Lincolnshire Council
Municipal Offices
Town Hall Square
Grimsby DN31 1HU

Name(s) of Account Holder(s)

Bank/Building Society number

Branch Sort Code

Name and full postal address of your Bank/Building Society
To the Manager
Bank/Building Society

Signature(s)

Date

Council Tax account number:

Originators identification number

9 7 1 5 7 3

Please specify your preferred payment date:
If a date is not indicated the direct debit will be deducted on the 1st of the month. This is not part of the instruction to your bank or building society.

1st 8th 15th 22nd

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 North East Lincolnshire Council will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request North East Lincolnshire 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 North East Lincolnshire 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 North East Lincolnshire Council asks you to.
- You can cancel a Direct Debit any time by simply contacting your Bank or Building Society. Written confirmation may be required. Please also notify us.

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.