

Enter your name and address here

Council Tax account number:

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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

Originators identification number

9	7	1	5	7	3
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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.

<input type="checkbox"/>	1st	<input type="checkbox"/>	8th	<input type="checkbox"/>	15th	<input type="checkbox"/>	22nd
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Name(s) of Account Holder(s)

Bank/Building Society number

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Branch Sort Code

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Name and full postal address of your Bank/Building Society

To the Manager	Bank/Building Society
Address	
Postcode	

Instruction to your Bank or Building Society

Please pay North East Lincolnshire Council Direct Debits from the account detailed in the instruction subject to the safeguards assured by the Direct Debit guarantee. I understand that this instruction may remain with North East Lincolnshire 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.

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 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.