



## Burnley Borough Council

# INSTRUCTION TO YOUR BANK/BUILDING SOCIETY TO PAY BY DIRECT DEBIT

## COUNCIL TAX

Please fill in the whole form including the official use box using BLOCK CAPITALS and return to:

Originators Identification Number

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**BURNLEY BOROUGH COUNCIL  
REVENUES AND BENEFITS  
PARKER LANE  
BURNLEY  
LANCS  
BB11 2DS**

Names 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/Building Society

To: The Manager	Bank/Building Society
Address	
Postcode	

Council Tax Reference Number

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### FOR BURNLEY BOROUGH COUNCIL USE ONLY

This is not part of the instruction to your Bank/Building

Name

Address

Telephone Number:

Please tick your preferred Council Tax payment date

1 <sup>st</sup> of each month	<input type="checkbox"/>	7 <sup>th</sup> of each month	<input type="checkbox"/>	16 <sup>th</sup> of each month	<input type="checkbox"/>
23 <sup>rd</sup> of each month	<input type="checkbox"/>	30 <sup>th</sup> of each month	<input type="checkbox"/>	Weekly payment every Friday	<input type="checkbox"/>

**For Monthly Payment Dates Only:**

I want to pay over 10 months\* to January

I want to pay over 12 Months\* to March

\*These may be reduced, dependant upon the number of months remaining in the year.

### Instruction to your Bank/Building Society

Please pay Burnley 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 Burnley Borough 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 from 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, Burnley Council will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Burnley 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 Burnley 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 Burnley 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.

