

*Instruction to your Bank or  
Building Society to pay Direct Debit*

Please fill in the whole form including the Official Use Box using a black pen and send it to:

**Revenues Manager, Customer Service Centre, Town Hall, Rose Hill, Chesterfield, S40 1LP**

Name and full postal address of your Bank or Building Society.

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Name(s) of Account Holder(s)

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Bank or Building Society Account Number

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Bank Sort Code

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Service User Number

9	7	1	9	2	7
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Council Tax Account Number (on your bill)

9

**Instruction to your Bank or Building Society**

Please pay Chesterfield Borough Council Direct Debits from the account detailed on this Instruction subject to the safeguards assured by the Direct Debit Guarantee.

I understand that this Instruction may remain with Chesterfield Borough Council and if so, details will be passed electronically to my Bank or Building Society.

Signature(s):

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Date:

.....

**Banks and Building Societies may not accept Direct Debit instructions for some types of account.**

This is not part of the instruction to your bank or building society and must be detached by Chesterfield Borough Council before submission to the paying bank.

*Tick the appropriate boxes below, and fill in your name and address*

How often would you like to pay your Council Tax?

10 Months   
(April to January)

12 Months   
(April to March)

On which day of the month would you like to pay?

1st

10th

20th

Your Name

.....

Property Address

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