



Council Tax Direct Debit Application

Name of Bank or Building Society, and address if known

Name(s) of Account Holder(s)

Bank / Building Society Account number

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Branch Sort Code

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Council Tax Account Number

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Service User Number

9	7	1	2	7	7
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Instruction to your Bank or Building Society

Please pay Gateshead Council Direct Debits from the account detailed in this instruction subject to the safeguards assured by the Direct Debit Guarantee overleaf. I understand that this instruction may remain with Gateshead Council, and, if so, details will be passed electronically to my Bank / Building Society.

Signature

Date

Print name

Telephone

E-mail

Choose your payment plan

Please collect my instalments: (tick one)

April - January

April - March

Please collect my instalments each month on the: (tick one)

1st

10th

20th

25th

Bank / Building Societies may not accept Direct Debit instructions from some types of accounts.

Please return completed form to: - Gateshead Council, Council Tax Dept, Civic Centre, Regent Street, Gateshead, NE8 1HH

Please retain for your records if you wish to pay by Direct Debit.

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 or the payment dates change, Gateshead Council will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Gateshead Council to collect a payment, confirmation will be given to you at the time of the request.
- If an error is made by Gateshead Council or your Bank or Building Society, you are guaranteed an immediate refund from your branch of the amount paid – if you receive a refund you are not entitled to, you must pay it back when Gateshead Council asks you to.
- 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.

In accordance with Data Protection Law we may use any information you give us to prevent or detect fraud or other crimes. We may also share information with other Council services or public organisations if required by law to do so.