



Instruction to your bank or building society to pay by direct debit
 Please fill in the whole form using a ball point pen and send it to: Westminster City Council, Council Tax, PO Box 165, Erith DA8 9DW.



City of Westminster

COUNCIL TAX

Name and full postal address of your bank or building society

To: The Manager

.....Bank/Building Society

Address

.....Postcode.....

Name(s) of account holder(s)

.....

Bank/building society account number

.....

Branch sort code

.....

Reference (council tax number first 9 digits only)

.....

Service user number

8 5 8 6 9 5

This is not part of the instruction to your bank or building society

I wish to pay my council tax (please tick one box)

monthly quarterly half yearly yearly

Please indicate your preferred date by ticking one of the boxes below:

1st 25th

To receive your future demands by email please write your email address below:

Instruction to your bank or building society

Please pay Westminster City 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 the Westminster City Council and, if so, details will be passed electronically to my bank or building society.

Signature(s)

Date

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, Westminster City Council will notify you 14 days in advance of your account being debited or as otherwise agreed. If you request Westminster City 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 Westminster City 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 Westminster City 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.

This request for information is made by Capita Business Services Ltd on behalf of Westminster City Council.

There are no worries on Easy Street!

Pay your council tax by Direct Debit



Be like the Smart family and pay your Council Tax the worry-free Direct Debit way.

You'll spread the cost and you'll enjoy the peace of mind of never being late to pay!

- Set up a Direct Debit with your bank or building society and payments are made automatically but you stay in control – it can be cancelled any time
- Everything is protected by the Direct Debit Guarantee – you'll get a full refund from your bank if there is a mistake
- You can trust Direct Debit to be totally secure – so just relax and enjoy the way it frees up your time

To pay the smart way, call us on 0845 302 3400 now.

8.30am - 6pm Monday to Friday

Textphone: 0845 070 0281 (call charges will vary).

The textphone telephone service is for people who are deaf, hard of hearing or have speech difficulties.

Or complete the Direct Debit Instruction overleaf.

For further information on the direct debit scheme please visit

<http://www.westminster.gov.uk/services/councilgovernmentanddemocracy/councils/counciltaxandfinance/direct-debit>



EASY STREET

