Revenues & Benefits Manager
Nick Scott, IRRV

Direct Dial: 01702 318197 or 318198
Email: revenues&benefits@rochford.gov.uk

Your Council Tax reference number: **[ ]**

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

DIRECT Debit

Originators Identification Number

6	2	4	7	1	0

Name and full postal address of your Bank or Building Society	Name(s) of Account Holder(s)
To: The Manager	
Address	
Postcode	

Bank/Building Society account number **Branch Sort Code**

Number of instalments: I/We wish to pay	1 Instalment in May	2 Instalments May & Sept	10 Instalments April to Jan	12 Instalments April to Mar

Payment Date: I/We wish to pay on:	1st of Month (or next working day after)	10th of Month (or next working day after)	20th of Month (or next working day after)

I/We understand that this instruction will remain with Rochford District Council and 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, Rochford District Council will notify you 14 days in advance of your account being debited or as otherwise agreed. If you request Rochford District 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 Rochford District 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 Rochford District 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.

You can sign Up to Direct Debit by either completing this instruction and sending it to the address below or telephoning my office using the direct dial numbers shown at the top of this form.

Council Offices, South Street, Rochford, Essex. SS4 1BW
Telephone: 01702 546366 Facsimile: 01702 545737 DX: 39751 Rochford
Website: http://www.rochford.gov.uk

INVESTOR IN PEOPLE