



BARNLSLEY

Metropolitan Borough Council

Benefits and Taxation Division

Telephone:

Council Tax - Barnsley (01226) 774774

Non Domestic Rates

- Barnsley (01226) 774763

Please fill in all the white boxes using a ball point pen and send it to:

The Director of Finance,
P.O. Box 63
County Way
Barnsley
S70 2TJ

Name(s) of Account Holder(s)

Branch Sort Code

____ | ____ | ____

Bank/Building Society account number

____ | ____ | ____ | ____ | ____ | ____ | ____ | ____

Name and full postal address of your Bank or Building Society

To the Manager Bank/Building Society

Address

Postcode

Originator's Reference Number (for office/bank use)

____ | ____ | ____ | ____ | ____ | ____ | ____ | ____

Instruction to your Bank or Building Society to pay by Direct Debit
Originator's Identification Number



9 | 7 | 1 | 9 | 1 | 6

GENERAL DETAILS

This is not part of the instruction to your Bank or Building Society.

Council Tax Payer's/Ratepayer's Full Name

Address of Property Subject to Charge

Postcode

Is the Direct Debit in respect of:-

Council Tax Non Domestic Rates

(please tick appropriate box)

Payment Reference Number (if known)

____ | ____ | ____ | ____ | ____ | ____ | ____ | ____

Direct Debits can be taken from your bank/building society account on the following dates:-

Over 12 months from April to March

5th of each month

Over 10 months April to January

Either 12th 18th or 25th of each month

Please which date you prefer

If a box is not ticked the 12th of the month will be used.

Instruction to your Bank or Building Society

Please pay Barnsley Metropolitan 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 Barnsley Metropolitan Borough Council and if so, details will be passed electronically to my Bank/Building Society.

Signature(s)

Date Tel. No.

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 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 dates change Barnsley Metropolitan Borough Council will notify you 10 working days in advance of your account being debited or as otherwise agreed.
- If an error is made by Barnsley Metropolitan Borough Council or your Bank or Building Society, you are guaranteed a full and immediate refund from your branch of the amount paid.
- 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.