



**BARNLSLEY**  
**Metropolitan Borough Council**  
 Benefits, Taxation and Welfare Rights Division

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



Telephone:  
 Council Tax - Barnsley (01226) 774774  
 Non Domestic Rates  
 - Barnsley (01226) 774763

Service User Number 

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

The Director of Finance and Property  
 Barnsley Metropolitan Borough Council  
 P.O. Box 634  
 Barnsley  
 S70 9GG

Name of Account Holder(s)

Branch Sort Code

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Bank/Building Society account number

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Name and full postal address of your Bank or Building Society

To the Manager	Bank/Building Society
Address	
Postcode	

**FOR BARNLSLEY METROPOLITAN BOROUGH COUNCIL USE**

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)

Council Tax or Rates Account Number

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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 tick  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.
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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 accept instructions to pay Direct Debits.
- If there are any changes to the amount, date or frequency of your Direct Debit, Barnsley Metropolitan Borough Council will notify you ten working days in advance of your account being debited or as otherwise agreed. If you request Barnsley Metropolitan 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 Barnsley Metropolitan 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 Barnsley Metropolitan 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.

## **PAYING BY DIRECT DEBIT**

The direct debit system is the easiest and most convenient way of paying your bill and if you choose to pay by this method you will no longer need to queue at cash offices, complete standing order forms or send cheques through the post. The Council will make sure that payments are deducted from your Bank/Building Society account.

You can pay by direct debit over 12 months, from April to March, on the **5th** of each month or if you prefer to pay by 10 instalments, from April to January, you have a choice of 3 dates and can pay on the **12th**, **18th** or **25th** of each month.

You will be notified of the amounts to be deducted from your account at least 10 working days before the first instalment is due. Should there be any change in the amounts payable your instalments will be adjusted automatically and you will again be given notice at least 10 days before a revised amount is taken from your account.

The direct debit guarantee, which you can find on the back of this leaflet, still means that you are in control of your payments and in the unlikely event of a mistake by Bank, Building Society or the Council, you will be entitled to a full and immediate refund.

If you wish to make payment by direct debit please complete the form overleaf stating your preferred payment date, cut off the mandate, and return it to me as soon as possible to the address below so that I can make arrangements for your bill to be paid direct from your bank account. Please ensure that you keep the direct debit guarantee for your information.

Benefits, Taxation and Welfare Rights Division  
PO Box 634,  
Barnsley. S70 9GG.