

## Direct Debit instruction

**Revenues and Benefits**

PO Box 866

Taunton

TA1 9GS

Tel: 0300 304 8000

Monday-Friday 8am to 6pm

Paying by Direct Debit is the easiest way to pay your bill on time. You can choose to pay on the 1<sup>st</sup>, 8<sup>th</sup>, 15<sup>th</sup>, 20<sup>th</sup> or 23<sup>rd</sup> of the month. You are protected by the Direct Debit guarantee. Once we get your instruction, we will write to tell you the amounts we will take from your bank or building society account.

**Payment frequency – please tick**

10 months (Apr – Jan)  12 months (Apr – Mar)

**Payment date – please tick**

1<sup>st</sup>  8<sup>th</sup>  15<sup>th</sup>  20<sup>th</sup>  23<sup>rd</sup>



### 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 to:  
Somerset West and Taunton Council, PO Box 866, Taunton, TA1 9GS

**Name and full postal address of your bank or building society**

|                 |                         |
|-----------------|-------------------------|
| To: The Manager | Bank / building society |
| Address         |                         |
| Postcode        |                         |

**Service user number**

|   |   |   |   |   |   |
|---|---|---|---|---|---|
| 9 | 5 | 1 | 1 | 2 | 7 |
|---|---|---|---|---|---|

**Reference**

**FOR OFFICIAL USE ONLY**

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

**Name(s) of account holder(s)**

**Bank/building society account number**

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|--|--|--|--|--|--|--|--|
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**Branch sort code**

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**Instruction to your bank or building society**

Please pay Somerset West and Taunton 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 Somerset West and Taunton Council and, if so, details will be passed electronically to my bank/building society.

**Signature(s)**

**Date**

Banks and building societies may not accept Direct Debit instructions for 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, Somerset West and Taunton Council will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Somerset West and Taunton 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 Somerset West and Taunton 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 Somerset West and Taunton 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.