

# Council Tax - Direct Debit



Setting up your direct debit is quick and easy, simply fill in the form below and return it to us. If you have any queries when filling in the form you can call us on 0191 520 5551, you can also call this number to change your payment method over the phone.

## Your payment options

**Monthly** – choose one of five dates in the month. You can also choose to pay over 10 months from April to January, or you can choose to pay over 12 months April to March.

**Four weekly** – you can choose to pay every 4 weeks over 12 instalments from April to February, starting on any Monday in the month.

**Fortnightly** – choose to pay every fortnight over 24 instalments from April to February, starting on a Friday.

**Weekly** – pick any day of the week Monday to Friday over either 40 weeks to January or 48 weeks to March.



## Instruction to your bank or building society to pay by Direct Debit



Please fill in the whole form using a ball point pen and post to Council Tax, City Hall, Plater Way, Sunderland SR1 3AA or email to [council.tax@sunderland.gov.uk](mailto:council.tax@sunderland.gov.uk)

### 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)

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### Bank/building society number

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### Branch sort code

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### Service user number

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### Council Tax account number

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### Instruction to your bank or building society

Please pay Sunderland 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 Sunderland City Council and if so, details will be passed electronically to my bank/building society.

Signature(s)
Date:

DD18

## Please choose your preferred payment option

Date in month    1<sup>st</sup>     8<sup>th</sup>     15<sup>th</sup>     23<sup>rd</sup>     28<sup>th</sup>     Monthly to January     Monthly to March

Weekly to January    Mon     Tue     Wed     Thu     Fri     Weekly to March    Mon     Tue     Wed     Thu     Fri

Fortnightly        4 Weekly     Tel no: \_\_\_\_\_

For 4 weekly and fortnightly Direct Debit, we'll ring you back and arrange a start date to suit you

FOR SUNDERLAND CITY COUNCIL OFFICIAL USE ONLY this is not part of the instruction to your bank or building society

# 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 Sunderland City Council will notify you ten working days in advance of your account being debited or as otherwise agreed. If you request Sunderland 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 Sunderland 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 Sunderland City Council asks you to
- You can cancel your Direct Debit at any time by simply contacting your bank or building society. Written confirmation may be required. Please also notify us.

**This Guarantee should be detached and retained by the payer**

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