

Please fill in the whole form using a ball point pen and send it to:

Southend-on-Sea Borough Council  
 PO Box 2,  
 Civic Centre  
 Victoria Avenue,  
 Southend-on-Sea  
 Essex SS2 6EP



# Instruction to your Bank or Building Society to pay by Direct Debits

Name(s) of Account Holder(s)

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Bank/Building Society Account Number

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Branch Sort Code

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Name and full postal address of your Bank/Building Society

To: The Manager	
	Bank/Building Society
Address	
	Postcode

Council Tax Reference Number

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Property Address

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Originators Identification Number

9	4	1	3	0	0
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**FOR SOUTHEND BC OFFICAL USE ONLY**  
**This is not part of the instructions to your Bank or Building Society.**  
 I wish to pay my Council Tax (please select which date you wish to pay and the number of instalments you wish to pay by):

**MONTHLY:**    10 instalments     12 instalments   
                   1st     10th     20th     25th

**ANNUAL**        1st April only

**SIX MONTHLY:** 1st April/1st Oct

**QUARTERLY:**    1st April/1st July/1st Oct/1st Jan

Instruction to your Bank or Building Society  
 Please pay Southend-on-Sea Borough Council Direct Debits from the account detailed in this instruction subject to the safeguards assured in the Direct Debit Guarantee. I understand that this instruction may remain with Southend-on-Sea Borough 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

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This Guarantee should be detached and retained by the payer

## The Direct Debit Guarantee

- 1 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.
- 1 If the amounts to be paid or the payment dates change, Southend-on-Sea Borough Council will notify you 10 working days in advance or your account being debited or as otherwise agreed.
- 1 If an error is made by Southend-on-Sea Borough Council or your Bank or Building Society, you are guaranteed a full and immediate refund from your branch of the amount paid.
- 1 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.