



South Northamptonshire Council

Finance Division
Springfields Towcester Northants NN12 6AE
Tel 0845 2300226 Fax. 01327 322183 DX. 16938

NAME

ADDRESS

POSTCODE



to pay your Council Tax

EASY MONTHLY INSTALMENTS BY DIRECT DEBIT

Many people have already discovered how easy it is to pay bills the modern way - no remembering due dates, no cheques to write, no letters to post and no queuing to pay!

Your bank does all the work, but you still stay in control

If you have a bank current account or are prepared to open one, (National Giro at local post offices and some Building Societies also operate the scheme) then complete the simple form below You will be notified in advance by the Council of the payments due and your bank will ensure the appropriate amount is transferred from your account on the due date

- You can always query an amount if you feel it is wrong
- You can get a refund if an error is made
- You can cancel the agreement at any time and pay by another method

Please help us to help you, by completing the form and posting it back today
Please don't forget to fill in your name and address and Council Tax Reference No

Please note, completed mandates must reach this office at least 14 days prior to the next available instalment date
We reserve the right not to include outstanding amounts within the DD Scheme



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



Finance Division

Please fill in the form and send to South Northamptonshire Council, Springfields, Towcester, Northants NN12 6AE

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)

Address of Property

Bank/Building Society account number

Branch Sort Code

Originator's Identification Number

9 9 5 4 5 9

Reference Number

Instruction to your Bank or Building Society

Please pay South Northamptonshire 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 South Northamptonshire 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 take part in the Direct Debit Scheme
The efficiency and security of the Scheme is monitored and protected by your own Bank and Building Society
- If the amounts to be paid or the payment dates change South Northamptonshire Council will notify you 14 working days in advance of your account being debited or as otherwise agreed
- If an error is made by South Northamptonshire 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

PAYING THE COUNCIL TAX - MADE EASY!

No more queuing, postage or the need to remember - just one signature and you can leave the rest to your Bank or Building Society. Simply complete and return the Direct Debit Instruction overleaf - that's all it takes.

PLEASE KEEP THIS IN A SAFE PLACE

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, you will be told of this in advance by at least 14 days
- If an error is made by South Northamptonshire 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



So how do you change to Direct Debit?

Simply complete and return the Direct Debit Instruction immediately.

Look forward to paying the easy way - return the form today.

If you do not wish to utilise the DIRECT DEBIT system you may make the following alternative arrangements

ALTERNATIVE WAYS TO PAY



STANDING ORDER

Credit South Northants Council, Account No 078-45-537 National Westminster Bank PLC Sort Code 55-70-06 **and** quote your Council Tax Reference Number

BY INTERNET

You can now also pay your Council tax via our website at www.southnorthants.gov.uk

NATIONAL GIRO

Credit South Northants Council Account No 414 5127 and quote your Name, Address and Council Tax Reference Number (Giro may make a small charge for this service)



If you select one of these methods of payment, to ensure that the money reaches your account on the instalment due date we recommend that it is deducted from your account at least 7 calendar days prior to the first of each month



AT THE COUNCIL OFFICES OR BY POST

Your instalment card should accompany each payment which may be made to either of the collection offices during the hours shown below or sent to the addresses shown overleaf. Cash should only be sent by registered post. Cheques and postal orders should be made payable to South Northamptonshire Council and crossed.

COLLECTION HOURS	Monday - Thursday	8 45am - 5 00pm	(<i>TOWCESTER</i>)
	Fridays	8 45am - 4 30pm	
	Monday - Friday	10am - 4pm	(<i>BRACKLEY</i>)
	Saturday	10am - 12pm	