

Please fill in the white boxes and return to:

Kirklees Council Revenues & Benefits Service  
Selectapost 2  
Civic Centre 1  
Huddersfield HD1 2XD

Originator's Reference Number

7 2 4 2 1 6

Instruction to your bank/building society to pay council tax by direct debit

To the Manager:

.....Bank or Building Society

Address .....

.....Postcode .....

**Name of account holder**

**Bank account sort code**

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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**Bank account number**

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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(Building Societies may refuse to accept instructions to pay direct debits from some types of account)

**Council tax account number**

7	9	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Please pay Kirklees Council direct debits from the account detailed in this instruction subject to the safeguards assured by the direct debit guarantee. I understand that this may remain with Kirklees Council and, if so, details will be passed electronically to my Bank/Building Society.

Signature of account holder (s)

.....

Date of signing ...../...../.....

Please enter your name and address in the box below and tick  your preferred payment date.

5th	19th	28th
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I would like 10 payments

<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
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I would like 12 payments

This section about your address and choice of date is not part of the instruction to your bank or building society

# Direct Debit is the hassle free way to pay your council tax



## *Pay your council tax over 12 months rather than the usual 10*

Join over 85,000 council tax payers in Kirklees who already use direct debit to pay their council tax bills.

- Get on with things that matter to you
- Choose from 3 dates
- Avoid reminders, summonses or court costs

Sign up online

[www.kirklees.gov.uk/directdebit](http://www.kirklees.gov.uk/directdebit)

call us on **01484 414818** or complete the form over the page.

## 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 date changes Kirklees Council will notify you at least 10 working days in advance of your bank account being debited, or as otherwise agreed.

If an error is made by Kirklees Council or your bank or building society, you are guaranteed a full and immediate refund from your branch.

You can cancel your direct debit at any time by writing to your bank or building society. Please send a copy of your letter to us.