

Revenues Services,
Herbert Warehouse,
The Docks,
Gloucester GL1 2EQ
E Revenues@Gloucester.gov.uk
www.gloucester.gov.uk



GLOUCESTER
CITY COUNCIL

For further advice please contact:

01452 396495

0845 155 6000

Ring our automated payment service
and pay by Debit or Credit Card.

Property Address:

Issue Date

Account Reference No

DIRECT DEBIT – AN IDEAL WAY TO PAY!!

- Pay by Direct Debit on the first of the month – there will be no cheques to write, no paperwork, no queues or postage costs, saving you time and effort.
- You keep control of your payments as you are fully covered by the Direct Debit guarantee shown below.
- It enables the Council to reduce collection costs, a saving that will be passed onto you in the form of better services, and is better for the environment.

To join the scheme, just complete the slip below and return it to the address shown
or ring us on 01452 396495

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 Gloucester City Council will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Gloucester 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 Gloucester 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 Gloucester City 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.

Instructions to your Bank or Building Society to pay direct debits

Please complete parts 1-5 to instruct your branch to make payments directly from your account.
Then return the form direct to: Revenues Services, Herbert Warehouse, The Docks,
Gloucester GL1 2EQ.



An easier way to pay

1 To: The Manager _____
_____ Bank/Building Society
Address _____
_____ Postcode _____

2 Name of account holder(s) _____

3 Account number _____

4 Sort code _____

Reference _____

For Gloucester City Council Official Use Only
This is not part of the instruction to your Bank or Building Society

Service User Number

9	8	2	9	2	1
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5 Instruction to your Bank or Building Society
Please pay Gloucester 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 Gloucester City Council and, if so, details will be passed electronically to my Bank/Building Society.

Signature(s) _____

Date _____