

Your name & address

Property address

Council Tax Reference number

Please complete this page and return it to the address below.  
Please retain the second page as this is your Direct Debit Guarantee.



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

Please complete this form and return it to:

Revenues Services  
PO Box 2017  
Pershore  
WR10 9BJ

Service User Number

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**To The Manager:**

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**Bank / Building Society**

**Address:**.....

.....

.....

Council Tax Reference number:

**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.

**Bank / Building Society Account number:**

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**Sort Code:**

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**Signature(s):**

**Account holder(s) name(s):**

**Dated:**

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 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 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