

Our Ref:
Telephone: 01452 396396
Email: revenues@gloucester.gov.uk
Website www.gloucester.gov.uk

Direct Debit Instruction – Council Tax

Complete the below instruction to pay your Council Tax via Direct Debit. You may select one of the four available Direct Debit dates that best suits your circumstances.

Once you have opened the PDF document, kindly complete all the required fields, save the form to your computer, laptop, tablet, or phone, and return it to us via email.

Once completed, email the form to revenues@gloucester.gov.uk, quoting Council Tax and your ten-digit account reference number beginning with 030 in the subject line (e.g., Council Tax 0301000009).

Should there be any changes to your circumstances after submitting this form, please inform the Council Tax Team within 21 days.

If you have any questions or concerns, please do not hesitate to contact us at the email address above.

Kind regards,

The Revenues Team

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 & full postal address of your Bank/Building Society

To: The Manager

Bank/Building Society

Address:

Direct Debit Reference number

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

Service User Number

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For Gloucester City Council official use only. This is not part of the instruction to your Bank or Building Society.

Your name and address:

Your account reference:

Payment date required (Please tick as appropriate)

1ST

15TH

22ND

28TH

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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:



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.