

PRIVATE & CONFIDENTIAL

Ref:  
Tel.01452 396396  
Email: [revenues@gloucester.gov.uk](mailto:revenues@gloucester.gov.uk)  
Date: 22 May 2025

Dear

**Direct Debit Instruction – Council Tax**

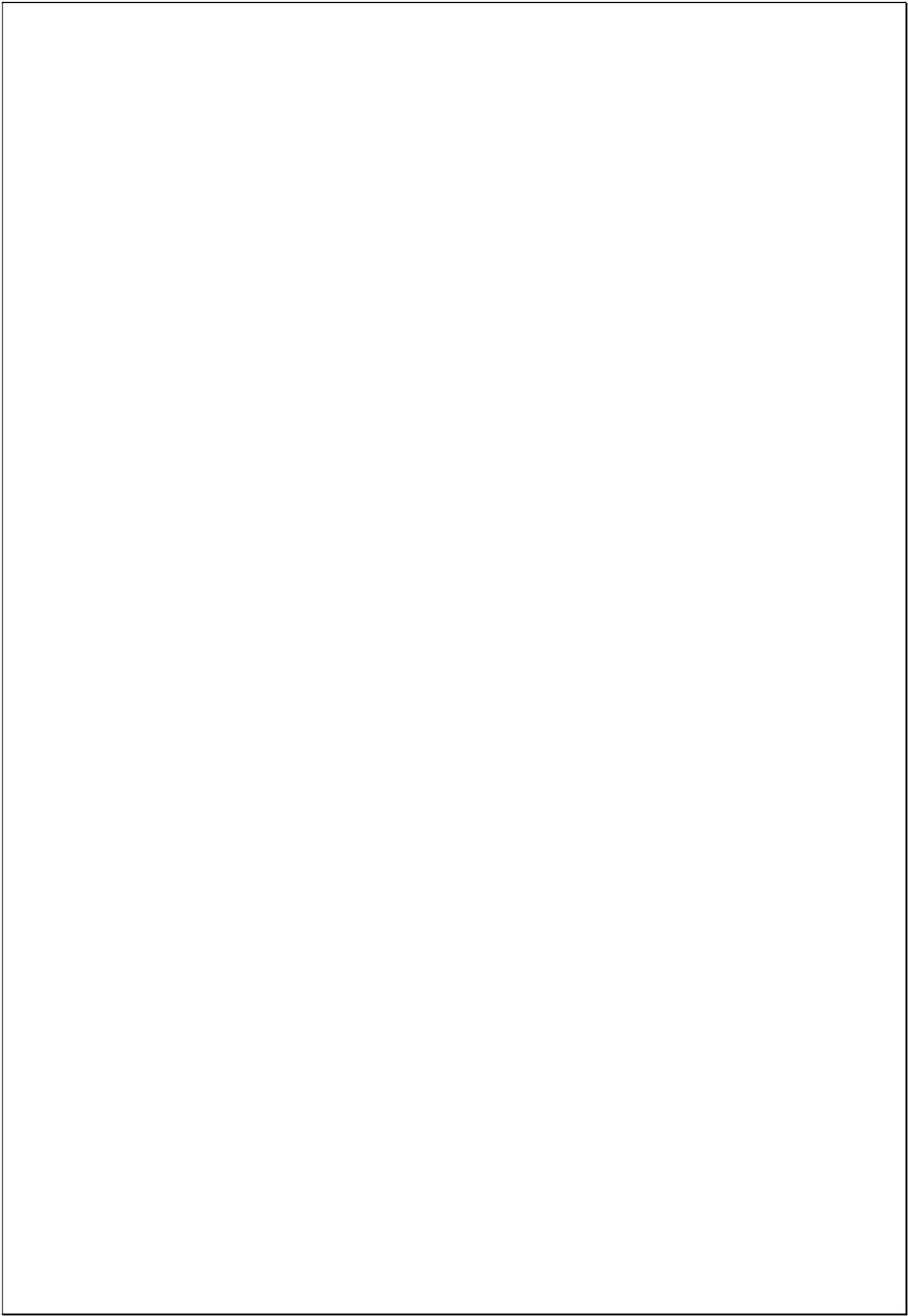
Please find enclosed a direct debit instruction to pay your council tax.

If you wish to pay this way, please complete and return the form to:

Gloucester City Council,  
Eastgate Management Suite,  
Eastgate Street, Gloucester,  
GL1 1PA

Thank you.

The Revenues Team



Please fill in the form using a ball point pen and send it to:-

Gloucester City Council,  
Eastgate Management Suite,  
Eastgate Street,  
Gloucester,  
GL1 1PA

Name(s) of Account Holder(s)

--	--

Bank / Building Society account number

--	--	--	--	--	--	--	--

Branch Sort Code

--	--	--	--

Name & full postal address of your Bank/Building Society

To: The Manager

-----Bank/Building Society

Address:.....

.....

.....

.....Post Code:.....

Direct Debit Reference number

--	--	--	--	--	--	--	--



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

Service User Number

9	8	2	9	2	1
---	---	---	---	---	---

**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)

1<sup>ST</sup>

15<sup>TH</sup>

22<sup>ND</sup>

28<sup>TH</sup>

☐
☐
☐
☐

### 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.