



Council of the ISLES OF SCILLY

# Instruction to your bank or building society to pay by direct debit

Please return the completed form to the Revenues Service PO Box 676, Truro, TR1 9EQ

Council Tax account number

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Originator's reference

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<b>Name and postal address of your bank or building society</b>		<b>Payment date/frequency (please tick one)</b>			
Name:		<b>Monthly (17<sup>th</sup>)</b>			
		<b>Number of instalments per year if paying monthly (please tick one)</b>			
		<b>10 Instalments</b>		<b>12 instalments</b>	
		<b>OR Every 6 months (17<sup>th</sup> April &amp; 17<sup>th</sup> October)</b>		<b>OR Yearly (17<sup>th</sup> April)</b>	

Bank/building society account number

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Branch sort code

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**Instruction to your bank or building society**

Please pay The Council of the Isles of Scilly 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 The Council of the Isles of Scilly and, if so, details will be passed electronically to my bank/building society.

Name(s) of account holder(s)


Signature(s):


Telephone number:  
(in case of query)

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Date: / /

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## 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, The Council Of he Isles of Scilly will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request The Council of the Isles of Scilly 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 The Council of the Isles of Scilly 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 The Council of the Isles of Scilly 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.