Kelham Hall
Newark on Trent
Nottinghamshire
NG23 5QX
Please contact: 01636 655386
Fax: 01636 655380
Email: council.tax@nsdc.info

Your Ref;

Date:

Insert Applicant name and address here:

Please find attached below a Direct Debit instruction.

We now offer 5 different payment dates. The 1st, 8th, 15th, 21st and 28th of each month.

Please complete all details on the Direct Debit instruction below, including your Council Tax billing reference and circle your preferred payment date. Please then return the form to the Council.

Yours faithfully

Mr D Dickinson
Head of Finance

Instruction to your Bank or Building Society to pay Direct Debit

Please fill in the whole form using a ballpoint pen and send to:
Council Tax Office, Newark & Sherwood District Council, Kelham Hall, Kelham, Newark, Notts, NG23 5QX

Originators Identification Number

9	8	5	8	9	8

Name and full postal address of your Bank or Building Society.

To:
Address:
Postcode:

Council Tax Account Number

Name(s) of Account Holder(s)

Bank/building Society Account number

Branch Sort Code

Instruction to your Bank or Building Society
Please pay Newark & Sherwood District 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 Newark & Sherwood District Council and, if so, details will be passed electronically to my Bank/Building Society.

Signature(s):
Date:

Please confirm the date you wish your instalments to be collected from your bank account.
1st 8th 15th 21st 28th

ISO 9001 INVESTOR IN PEOPLE Beacon Council 2002-2003 Tackling Fuel Poverty Awarded for excellence

The Direct Debit Guarantee

- This Guarantee is offered by all Banks and Building Societies that take part in the Direct Debit Scheme. The efficiency and security of the Scheme is monitored and protected by your own Bank or Building Society.

- If the amounts paid or the payment dates change, Newark and Sherwood District Council will notify you 10 working days in advance of your account being debited or as otherwise agreed.

- If an error is made by Newark and Sherwood District Council or your Bank or Building Society, you are guaranteed a full and immediate refund from your branch of the amount paid.

- You can cancel a Direct Debit at any time by writing to your Bank or Building Society. Please also send a copy of your letter to us.