



Instruction to your bank or building society to pay by Direct Debit

Please fill in the whole form including official use box using a ball point pen and send it to:

Portsmouth City Council
 Local Taxation Section
 Revenue & Benefits
 Civic Offices, Guildhall Square
 Portsmouth
 PO1 2BE

Service user number

9	7	1	9	3	3
---	---	---	---	---	---

FOR PORTSMOUTH CITY COUNCIL OFFICIAL USE ONLY
 This is not part of the instruction to your Bank or Building Society.

Please tick the day of the month you prefer to make payment.

1st 7th 15th 22nd

Please tick if you would like to pay in 12 monthly instalments (April to March)

If you select to pay in 12 monthly instalments and you are setting up your Direct Debit after April, your council tax will be payable in the number of months remaining in the financial year, up to and including March

Name(s) of account holder(s)

Bank/building society account number

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

Branch sort code

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

Name and full postal address of your bank or building society

To: The Manager	Bank/building society
Address	
Postcode	

Instruction to your bank or building society

Please pay Portsmouth 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 Portsmouth City Council and, if so, details will be passed electronically to my bank/building society.

Signature(s)
Date

Reference

--

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 Portsmouth City Council will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Portsmouth City Council 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 Portsmouth 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 Portsmouth 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.



Please print ,complete and attach this page to the direct debit mandate and send both to :

Revenues & Benefits
Portsmouth City Council
Civic Offices
Guildhall Square
Portsmouth
PO1 2BE

Please complete the following information:

Name:

Address of property:

Contact address:

Contact number *(if applies)*:

Contact email *(if applies)*: