



# Pay your Council Tax by Direct Debit



## Enquiries

If you have a query about this form or your Council Tax, please contact us:

Tel: 023 8083 2349, Fax: 023 8083 2144, Minicom users: 023 8083 2492

Telephone lines are open from 8.30am - 5.00pm, Monday to Thursday and 8.30am - 4.30pm, Friday.

You can write to us at: Local Taxation Services, Southampton City Council, Civic Centre, Southampton SO14 7LD or e mail us at: council.tax@southampton.gov.uk

You have a choice of payment dates if you pay by Direct Debit.

All you have to do is fill in and send off this form (to the address above).

I/We wish to pay monthly on (Tick box for preferred date) 1st  8th  15th  23rd

Please put your name and the address for which you want Council Tax paid by this direct debit in this box

If there are any arrears showing on your bill, which have not been summonsed and you would like them paid by Direct Debit too, please tick this box.

## Instruction to your bank or building society to pay Direct Debits.

Originators Identification Number

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Banks or Building Societies may not accept Direct Debit Instructions for some types of account.

Council Tax reference number

Name(s) of account holder(s)

Name and full postal address of your Bank or Building Society branch. Please complete in capital letters.

Instruction to your Bank or Building Society. Please pay Southampton City Council Direct Debits from the account detailed on this Instruction subject to the safeguards assured by The Direct Debit Guarantee. I understand that details may be passed electronically to my Bank/Building Society

To: The manager of \_\_\_\_\_ Bank/Building Society

Address \_\_\_\_\_

\_\_\_\_\_ Postcode \_\_\_\_\_

Signature(s) \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

Please fill in the whole form and send it to:  
Local Taxation Services, Southampton City Council, Civic Centre,  
Southampton SO14 7LD

Bank or Building Society account number

Bank or Building Society Branch sort code  -  -

## 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 to be paid or the payment dates change, you will normally be given at least 14 days notice by the organisation so that you have time to query the bill if necessary.
- If an error is made by the organisation 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 Southampton City Council.

