



**IPSWICH**  
BOROUGH COUNCIL

Please fill in the whole form including official use box and send it to: Ipswich Borough Council, 1st Floor, Grafton House, 15-17 Russell Road, Ipswich IP1 2DE

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

Service User Number

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Name and full postal address of your Bank or Building Society

To: The Manager <span style="float: right;">Bank/Building Society</span>
Address
Postcode

Name(s) of Account Holder(s)


**Instruction to your Bank or Building Society**

Please pay Ipswich Borough 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 Ipswich Borough Council and, if so, details will be passed electronically to my Bank/Building Society.

Bank/Building Society account number

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Branch Sort Code

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Signature(s)

Date

Reference Number (Your Council Tax Account No.)

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

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

Please tick **one** box next to your choice of date and frequency of payment

<input type="checkbox"/> 1st of each month
<input type="checkbox"/> 8 <sup>th</sup> of each month
<input type="checkbox"/> 15th of each month
<input type="checkbox"/> 22nd of each month
<input type="checkbox"/> 10 instalments <input type="checkbox"/> 12 instalments
<input type="checkbox"/> 2 instalment on each of 1 <sup>st</sup> April & 1 <sup>st</sup> October
<input type="checkbox"/> 1 instalment on 1 <sup>st</sup> April

Please provide the address of the property where you pay Council Tax

House no./name _____
Street _____

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