



PERTH & KINROSS COUNCIL

To set up a Direct Debit without having to complete and return this form, all you have to do is phone (01738) 476000.

Please provide the following information:

Your Name(s):

Address:

Daytime telephone number:
(in case of a query)

HOUSING & COMMUNITY CARE
COUNCIL TAX UNIT
PO BOX 7300
PERTH
PH1 5WH
TELEPHONE: (01738) 476000
(Mon - Fri 8.45am to 5.00pm)
FAX: (01738) 475610
E-mail: localtaxes@pkc.gov.uk

Direct Debit Instruction: Council Tax/Water/Sewerage Charges

Please fill in the details below and return the form to us. The guarantee is for you to keep.

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



Originator's Identification Number

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Please fill in the whole form using a ball point pen and send it to: Perth & Kinross Council, P.O. Box 7300, Perth, PH1 5WH

Name and full postal address of your Bank/Building Society branch.

To: The Manager

Bank or Building Society

Address:

Postcode:

Name(s) of Account Holder(s):

Branch Sort Code:

Bank/Building Society Account Number:

Council Tax Account Number from your bill (first 12 digits)

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

This is not part of the Instruction to your Bank / Building Society.

Please select your preferred payment option by ticking only one of the following boxes:

Payments Collected :

- 1st April to 1st January (10 months)
- 15th April to 15th January (10 months)
- 1st April to 6th January (21 fortnights)
- 1st April to 13th January (42 weeks)
- 1st April to 1st March (12 months)
- 15th April to 15th March (12 months)
- 1st April to 16th March (26 fortnights)
- 1st April to 23th March (52 weeks)

If you do not select one of the options above, your payments will be collected on the 1st of the month and over a maximum of 10 months (April to January).

Instruction to your Bank or Building Society

Please pay Perth & Kinross Council, Council Tax Direct Debits from the account detailed in this Instruction subject to safeguards assured by the Direct Debit Guarantee.

I understand that this instruction may remain with Perth and Kinross Council and, if so, details will be passed electronically to my Bank/Building Society.

Signature(s):

Date:

Please detach and keep this section for your information

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, Perth & Kinross Council will notify you ten working days in advance of your account being debited or as otherwise agreed. If you request Perth & Kinross 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 Perth & Kinross 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 Perth & Kinross 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.



Direct Debit gives you more choice and helps you manage your money

If you use Direct Debit you can **choose when to pay**:-

- Monthly - on 1st or 15th (10 months)
- Fortnightly - on a Friday (21 instalments)
- Weekly - on a Friday (42 instalments)

You now have the **choice of extending your payments** through to March:

- Monthly - on 1st or 15th (12 months)
- Fortnightly - on a Friday (26 instalments)
- Weekly - on a Friday (52 instalments)

If you do not use Direct Debit you will not have the option of extending your payments over a longer period and you do not have the option of paying on the alternative monthly payment date of 15th.

How to change to Direct Debit

Set up your Direct Debit over the phone by calling the Local Taxes team on (01738) 477430. Or you can fill in the Direct Debit Instruction overleaf, remembering to tick the payment plan which suits you best and send it back.

If you do not have a bank account, we can advise you on how easy it is to open one.

Other advantages of paying by Direct Debit

- Direct Debit is efficient and reliable
- You save time and money as you do not have to travel to pay or send your payments
- We arrange all your payments
- You are less likely to receive recovery notices for late payment
- Your rights under the Direct Debit scheme are guaranteed
- It helps to keep down the Council's collection costs