



You can set up your Direct Debit on-line at
www.pkc.gov.uk/ctaxdirectdebit
 or by telephoning Local Taxes on 01738 477430



Instruction to your Bank or Building Society to pay Council Tax (including water and wastewater charges where appropriate) by Direct Debit to Perth & Kinross Council.

Please fill in the whole form using a ball point pen and return it to;
Perth & Kinross Council, Local Taxes, Pullar House, 35 Kinnoull Street, Perth. PH1 5GD

Name

Address

Originator's Identification Number

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Name(s) of Account Holder

Bank/Building Society Account Number

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Branch Sort Code

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

- 10 months from 1st April to 1st January
- 12 months from 1st April to 1st March
- 10 months from 15th April to 15th January
- 12 months from 15th April to 15th March
- 42 weeks from April to January
- 52 weeks from April to March
- 21 fortnights from April to January
- 26 fortnights from April to March

Please note that weekly and fortnightly payments will be requested on a Friday. If you do not make a choice, payments will be collected over 10 monthly instalments from April to January. The above instalments are for a full financial year and will be reduced accordingly where the mandate is received part way through the year.

Name and address of your Bank/Building Society

To The Manager
Bank/Building Society
Address;
Post Code;

Instruction to your Bank or Building Society

Please pay Perth & Kinross Council, any 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 & Kinross Council and, if so, the details will be passed electronically to my Bank/Building Society.

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

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Signature(s)

Date

The Direct Debit Guarantee (this should be detached and retained)



- 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. It would be appreciated if you could also notify the Perth & Council that you have done so.

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 the 1st or 15th (10 instalments from April to January)
- ✓ Fortnightly – on a Friday (21 instalments from April to January)
- ✓ Weekly – on a Friday (42 instalments from April to January)

You also have the choice of extending your payments to;

- ✓ Monthly – on the 1st or 15th (12 instalments from April to March)
- ✓ Fortnightly – on a Friday (26 instalments from April to March)
- ✓ Weekly – on a Friday (52 instalments from April to March)

Please note these options are only available when paying by Direct Debit

Other advantages of paying by Direct Debit

- Direct Debit is efficient and reliable
- It ensures that your payments are made on time
- Other than complete the initial instruction, there is nothing for you to do
- It automatically carries over to each new year but you can cancel at any time
- The guarantee scheme ensures you get an immediate refund if anything goes wrong
- It helps keep down the Council's collection costs

How to change to Direct Debit

Over 70% of Council Tax is paid by Direct Debit.

To sign up, please visit www.pkc.gov.uk/ctaxdirectdebit, call Local Taxes on 01738 477430 or complete the mandate overleaf and post it to us.

Other on-line services



There are a range of other Council Tax services available on-line, you can;

- ✓ Notify of a move into, out of or within the Perth & Kinross Council area
- ✓ Claim a single occupancy discount

With a MyPKC MyAccount you can also keep track of your Council Tax account online and;

- ✓ view your current balance;
- ✓ view your payments and your next instalment due date;
- ✓ view discounts or exemptions applied against your account;
- ✓ view your property banding.

To create your account please visit my.pkc.gov.uk or follow the link from the Council's website at www.pkc.gov.uk - all you need is an email address and your Council Tax account number (the first 12 digits from the number on your bill).