

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

Please complete using a black ball point pen, detach this section at the dotted line and send it to:

**SELBY DISTRICT COUNCIL  
BENEFITS AND TAXATION  
CIVIC CENTRE  
DONCASTER ROAD  
SELBY  
YO8 9FT**

Originator's Identification Number:

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Council Tax Account No:

Name(s) of Account Holder(s)

Bank/Building Society account number

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Branch Sort Code

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Please fill in your preferred payment option  
This is not part of the instruction to your Bank or Building Society

Payment Option

- Annually - April*
- Half Yearly - April and October*
- Monthly - April to January*
- Monthly - April to March*

Payment Date

I wish to pay monthly on or immediately after this date  
(Tick preferred date)

1st	8th	15th	22nd	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Name and full postal address of your Bank or Building Society

To the Manager	Bank/Building Society
Address	
Postcode	


### Instructions to your Bank/Building Society

Please pay Selby district 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 Selby District Council and, if so, my details will be passed electronically to my Bank/Building Society

Signature(s)	Date
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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
- If the amount to be paid or the payment dates change Selby District Council will notify you at least 10 working days in advance of your account being debited or as otherwise agreed
- If an error is made by Selby district Council 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 the Council.
- If you receive a refund you are not entitled to you must pay it back when Selby District Council asks you to.