



INSTRUCTION TO YOUR BANK OR BUILDING SOCIETY TO PAY BY DIRECT DEBIT



Originators identification number

9 4 0 6 8 9

Please fill in the whole form including the official use box, using a BLACK ball point pen and send it to: Hounslow Revenue Services, P.O. Box 355, Hounslow, TW3 4PJ

Name(s) of account holder(s)

Bank Account Number

Branch Sort Code

Name & full postal address of Your Bank or Building Society

Reference Number

Instruction to your Bank or Building Society
Please pay London Borough of Hounslow 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 the London Borough of Hounslow and if so, details will be passed electronically to my Bank/Building Society.
Signature(s)
Date

FOR OFFICIAL USE ONLY

This is not part of the Instruction to your Bank or Building Society. Please tell us how you want to pay your Council Tax by ticking only one of the boxes below.

Instalments will then be debited on or just after the 1st, 10th 18th or the 25th day of the month (we will give you at least 10 working days notice prior to the first instalment being requested from your account).

NOTE: Monthly payments can be made on the 1st, 10th 18th or the 25th. Half yearly, quarterly and annual payments can only be made on the 1st of the month.

Please tick the frequency and date you prefer

MONTHLY

1st day of month

10th day of month

18th day of month

25th day of month

HALF YEARLY

QUARTERLY

ANNUALLY

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



**How To Pay Your Council Tax**

**DIRECT DEBIT**

Direct Debit is the cheapest and most efficient payment method for you and us, and provided you have a bank account you can pay this way; some building societies also operate this scheme.

Once the Instruction is completed it is given to your bank or building society, who will ensure that the appropriate amount is transferred from your account to ours when it is due.

You will be notified in advance of the payments and their due dates, and you will always be able to query a payment should you feel it is wrong, or stop it altogether; you can cancel the arrangement at any time and you can obtain a refund if ever an error is made on your account.

**The main Benefits of Direct Debiting**

- ◆ No worries about remembering to pay at the right time
- ◆ No need to write out and post cheques
- ◆ No queuing at cash offices or your bank
- ◆ Possible reduction in bank charges
- ◆ Your bank or building society does all the work and you stay in control
- ◆ No need to cancel or reset your direct debit every year
- ◆ Time saving

**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, London Borough of Hounslow will notify you 10 working days in advance of your account being debited or as otherwise agreed.
- ◆ If an error is made by the London Borough of Hounslow or by your Bank or Building Society, you are guaranteed a full and immediate refund from your branch of the amount paid.
- ◆ You can also cancel a Direct Debit at any time by writing to your Bank or Building Society. Please also send a copy of your letter to London Borough of Hounslow.



**What you have to do**

Simply complete and sign the form overleaf and return it to Revenue Services, PO Box 355, Hounslow TW3 4PJ

**By Cash or Cheque (using instalment slips)**

- |                      |  |
|----------------------|--|
| At any Bank          | :- If not your own branch, the bank may charge you for this service  |
| At any Post Office   | :- By cash or cheque. Cheques must be made out to Post Office Counters Ltd.  |
| By Post              | :- Make cheques payable to LONDON BOROUGH OF HOUNSLOW<br>Send payments to the Borough Treasurer, Civic Centre, Lampton Rd, Hounslow, TW3 4DN.<br>If a receipt is required you MUST send the whole instalment slip and a stamped addressed envelope.<br>Post dated cheques will not be accepted. Do not send cash through the post. |
| By Internet          | :- The payment screen can be found on the Hounslow website.<br><a href="http://www.hounslow.gov.uk">www.hounslow.gov.uk</a> and gives a step by step process to making payments.   |
| By Telephone banking | :- By calling 020-8583-5959 available 24 hours, and follow payment instructions.   |