



**Instructions to
Your bank or
Building society
To pay Council Tax by Direct Debit**



Originators identification number

6 2 4 6 5 8

Please fill in the whole form and send it to: Director of Customer & Corporate Services **Revenues Service**

4 Dunstable Road, LU1 1DX

Please Circle date you want Direct Debit taken 1st 8th 15th 22nd

003

1 Name and full postal address of your
Bank or Building Society Branch

To The Manager

_____ Bank/Building Society

Address _____

_____ Postcode _____

5 Council Tax Reference Number

6 To be completed by charge payer

This is not part of the instructions to your Bank or Building Society

Address of property _____

Luton _____ Postcode _____

2 Name(s) of account holder (s)

7 Instruction to your Bank or
Building Society

Please pay **LUTON BOROUGH COUNCIL** Direct Debits from my account detailed in this instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that this instruction may remain with Luton Borough Council and if so, details will be passed electronically to my Bank / Building Society.

Signature (s) _____

Date _____

2 Branch sort code

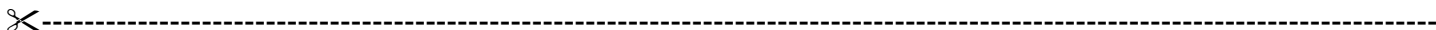
(from the top right hand corner of your cheque)

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3 Bank or Building Society
Account number

□ □ □ □ □ □ □ □

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



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

