



Please fill in the whole form and send to:  
Luton Borough Council  
Revenues Service  
5<sup>th</sup> Floor Town Hall  
Luton, LU1 2BQ

Or upload a copy to [www.luton.gov.uk/documents](http://www.luton.gov.uk/documents)

Name(s) of Account Holder(s)


Branch Sort Code

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Bank/Building Society account number

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Preferred instalment date

1 <sup>st</sup>		8 <sup>th</sup>		15 <sup>th</sup>		22 <sup>nd</sup>	
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Name and full postal address of your Bank or Building Society

To the Manager
Bank/Building Society
Address
Post Code

Please tick if you would like to pay  
in 12 rather than 10 monthly  
instalments

☐

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

Service User Number

6	2	4	6	5	8
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Council Tax Account Number

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Address of Property

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**Instruction to your Bank or Building Society**

Please pay LUTON BOROUGH COUNCIL  
Council Tax 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  
LUTON BOROUGH COUNCIL and, if so, details  
will be passed electronically to my Bank/Building  
Society.

If you have a joint account, all signatures are  
required

Signature(s)
Phone Number
Date
Email address

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 accept instructions to pay Direct Debits
- If there are any changes to the amount, date or frequency of your Direct Debit **Luton Borough Council** will notify you ten working days in advance of your account being debited or as otherwise agreed. If you request **Luton Borough 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 **LUTON BOROUGH 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 **Luton Borough 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.