Council Tax
Instruction to your Bank or Building Society to pay by Direct Debit

DIRECT Debit

Please fill in the form and send to:
Birmingham City Council, Resources Department, (Revenues and Benefits), P.O. Box 5, Birmingham B4 7AB

Name and full postal address of your Bank or Building Society

To : The Manager	Bank/Building Society
Address	
	Postcode

Name(s) of Account Holder(s)

Bank / Building Society account number

Branch Sort Code

(From top right hand corner of your cheque)

Reference Number

(For office use only)

Originator's Identification Number

9	3	0	0	8	4

This is not part of the instruction to your Bank/Building Society
Address of Account holder(s)

Please tick your preferred monthly payment date

8th ☐ 15th ☐ 21st ☐ 28th ☐

Tick the box below if you want to pay half yearly or yearly (payments will be deducted on the 1st of the month)

Half Yearly ☐ Yearly ☐

If you do not indicate clearly which date and method you prefer, your payment will be collected monthly on the 15th.

Instruction to your Bank or Building Society

Please pay Birmingham City 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 Birmingham City Council and, if so, details will be passed electronically to my Bank/Building Society.

Signature(s)

Date

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

This Guarantee should be detached and retained for your information
The Direct Debit Guarantee

DIRECT Debit

- 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 Birmingham City Council will notify you 10 working days in advance of your account being debited or as otherwise agreed.
- If an error is made by Birmingham City 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 us.