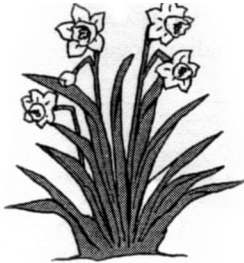
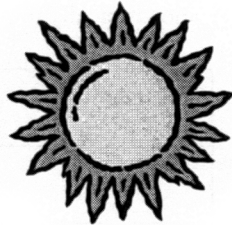


DIRECT DEBIT CAN BE SET UP AT ANY TIME OF THE YEAR



SPRING



SUMMER



AUTUMN



WINTER

DIRECT DEBIT IS BEST

HERE IS WHY:

- * No more queuing at cash desks
- * No more cheques to write or postage costs
- * Can be cancelled by you at any time
- * Continues from year to year
- * Cheaper for the Council to administer which benefits everyone

STILL NEED CONVINCING? PLEASE SEE OVERLEAF FOR:

- * Choice of five payment dates
- * Opportunity to spread payments over twelve months
- * Protection and peace of mind with the Direct Debit Guarantee

If You need any further assistance, please telephone:

**Council Tax and Benefits Service on: 020 8430 2000, Monday to Friday,
Between 8.00 a.m. to 8.00 p.m. Saturday 9.00 a.m. to 1 p.m.**

Please complete this form and return to:
The London Borough of Newham, Newham Town Hall,
Barking Road, London E6 2RP

9	7	1	5	6	7
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To the Manager	Bank/Building Society
Address	
Postcode	

Instruction to your Bank or Building Society. Please pay London borough of Newham 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 London Borough of Newham and if so, details will be passed electronically to my Bank/Building Society.

Name(s) of account Holders(s)

--	--	--	--	--	--	--	--

Bank/Building Society Account No

--	--	--	--	--	--	--	--

Branch Sort code

--	--	--	--	--	--

Council Tax reference number

--	--	--	--	--	--	--	--

Signature(s)
Date

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



This is not part of the Instruction to your Bank or Building Society and must be detached (by London Borough of Newham) before submission to the Paying Bank.

Choice of payment dates for Council Tax

I wish to pay on 1st 8th 15th 22nd 28th (please tick preferred date)

If you want to pay your Council Tax by 12 instalments, up to 28th March - complete this part of the form and return it to the Council Tax Section.

If you do not sign this part of the form, you will only be able to pay in 10 instalments.

You have agreed to pay your Council Tax by Direct Debit each month as stated on your Council Tax bill. If we cannot collect these amounts from your account, we will cancel the Direct Debt arrangement and send you a notice to pay the full bill for the year. If you do not pay this amount within 7 days of receiving our notice, we may take legal action

Name _____ Signature _____

Daytime Telephone No. _____ (Optional, in case of query).



Please detach and retain this guarantee
The Direct Debit Guarantee

- This guarantee is offered by all Banks and Building Societies that accept instructions to pay Direct Debit.
- If there are any changes to the amount, date or frequency of your Direct Debit London Borough of Newham will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request London Borough of Newham 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 London Borough of Newham 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 received a refund you are not entitled to, you must pay back when London Borough of Newham 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