



Simply the best way to pay  
your Council Tax

**ACCOUNT REFERENCE**

**TELEPHONE ADVICE LINE: 08458 500 962**

### **Why you should consider Direct Debit**

Millions of people use Direct Debit as a safe, convenient way to pay regular household bills. And you can pay your Council Tax the same way – it makes things simple for you and the Council. Here's why:

**Because** you have **the choice of 5 payment dates** (1<sup>st</sup>, 5<sup>th</sup>, 15<sup>th</sup>, 21<sup>st</sup> or 27<sup>th</sup> of the month). Everyone else has to pay on the first of the month.

**Because** all you need to do is fill in the instruction overleaf – your Bank or Building Society will do everything else.

This means

- No need for you to remember what to pay and when to pay – no cheques to write or post;
- No need for time consuming visits to the Civic Offices or your Post Office – so no queuing, and no problems about carrying cash on you.

**Because** the Direct Debit system safeguards you and your money:

- You will **always** be sent a new bill, in advance, if your instalments are going to change for any reason;
- Only approved organizations are allowed to operate Direct Debit schemes – and your Bank or Building Society has strict controls on how it operates the system;
- You **always** have the right to cancel Direct Debit payments at any time, by writing to your Bank or Building Society.

**Because** you'll actually be helping save yourself money, as well as time, if you pay your Council Tax by Direct Debit. This is because Direct Debit saves the Council time and expense too – helping to keep **your** Council Tax bill down.

### **How to arrange Direct Debit payments for your Council Tax**

Just fill in the Direct Debit Instruction on the other side of this form. Then return the whole form to Revenues and Benefits, Swindon Borough Council, Civic Offices, Euclid Street, Swindon SN1 2JH.

You don't need to do anything else – we will let your Bank or Building Society know you want to pay by Direct Debit. And we will let you know when your monthly Direct Debit collections will commence.

### **Still want to know more?**

If you have any queries or worries about paying by Direct Debit please ring our advice line – 08458 500 962  
SWINDON BOROUGH COUNCIL and LIBERATA  
Working together to provide high quality services

Name \_\_\_\_\_ Address of property \_\_\_\_\_



Please fill in the whole form using a ball point pen and send it to:

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

Originators Identification Number

9	7	1	6	1	4
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**Preferred Date**

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

**Payment Date**

**I/We wish to pay monthly on**

1                      5                      15                      21                      27

**Please circle your preferred date**

**Instruction to your Bank or Building Society**

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

Signature

Date

Swindon Borough Council  
Civic Offices  
Swindon SN1 2JH

Name(s) of Account Holder(s)

\_\_\_\_\_

Bank/Building Society Account No.

\_\_\_\_\_

Branch Sort Code

\_\_\_\_

Name and full postal address of your Bank or Building Society

To the Manager	Bank/Building Society
Address	

Council Tax Reference Number (from your bill)

\_\_\_\_\_

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

This guarantee should be detached and retained by the payer



**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 payment dates change Swindon Borough Council will notify you 10 working days in advance of your account being debited or as otherwise agreed.
- If an error is made by Swindon Borough 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 to us.