



Instruction to your bank
Or building society to pay by
Direct Debit



Service user number

9	7	2	8	7	9
---	---	---	---	---	---

Please fill in the whole form including official use
Box using a ball point pen and send to:

NORTH NORFOLK DISTRICT COUNCIL
REVENUES SERVICES
COUNCIL OFFICES
HOLT ROAD
CROMER
NORFOLK NR27 9EN

Name(s) of account holder(s)

Bank/building society account number

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

Branch sort code

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

Name and full postal address of your bank or building society

To: The manager	bank/building society
Address	
Postcode	

Reference

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

FOR North Norfolk District Council OFFICIAL USE ONLY
This is not part of the instruction to your bank or building society.

This section must be completed by the customer

Council Tax

Payment will be made on the 1st, 10th or 20th (or just after). Please
Tick the payment frequency and date of your choice.

	1 st	10 th	20 th
Yearly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Half yearly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Monthly Apr-Jan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Monthly Apr-Mar	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Name of payer and address of property

Address of property if different from above

Contact Tel: _____
Optional, but will help us resolve queries more quickly.

Instruction to your bank or building society

Please pay North Norfolk District 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 North Norfolk District Council and, if
so, details will be passed electronically to my bank/building society.

Signature(s)

Banks and building societies may not accept Direct Debit Instructions for 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 accept instructions to pay Direct Debits.
- If there are any changes to the amount, date or frequency of your Direct Debit North Norfolk District Council will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request North Norfolk District 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 North Norfolk District 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 North Norfolk District 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.