



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

COUNCIL TAX

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

Oldham Council
PO Box 4
Civic Centre
West street
Oldham
OL1 1UH

Service user number

7 2 4 2 3 8

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

Council Tax reference number

For Oldham Council official use only.
This is not part of the instruction to your bank or building society.

Payment Date: I/We wish to pay monthly on:

1st 8th 15th 24th

Please tick your preferred date. (These are the only dates available)

Please indicate frequency 10 MONTHS 12 MONTHS

Property Address

Please state the address for which Council Tax is being paid:

Instruction to your bank or building society

Please pay Oldham 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 Oldham 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

DD11

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 Oldham Council will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Oldham 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 Oldham 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 Oldham 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.