



## The best way to pay your Council Tax

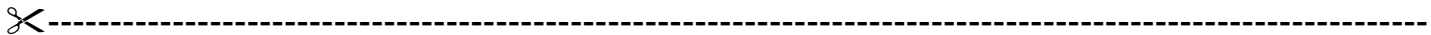
More than 140,000 people in Leeds pay their Council Tax by Direct Debit. Why? Because Direct Debit gives them peace of mind. It's the easiest, most convenient way to pay and it's guaranteed.

With Direct Debit, there are no cheques to write, no paperwork or postage and no queuing. You don't have to remember when your Council Tax is due to be paid because payments are made for you by your Bank or Building Society, but only in line with your instructions.

And, just for Direct Debit payers, we offer a more flexible payment scheme - you can choose to pay on the 10<sup>th</sup> of the month, the 20<sup>th</sup> of the month or on the last day of the month, **and** you can pay in instalments ending in March, if you wish. **Just tell us which scheme you prefer by ticking the relevant boxes in the section below headed 'FOR LEEDS CITY COUNCIL USE ONLY'.**

We'll tell you at least 10 working days in advance if there is any change to your payment date or amount, and you can cancel a Direct Debit at any time by writing to your Bank or Building Society and letting us know.

It costs the Council less to collect the Council Tax when people pay by Direct Debit and this helps us to keep your Council Tax as low as possible. So help us – and help yourself – by filling in the Direct Debit Instruction below. Don't forget to tick the payment date you prefer, make sure your name and address are on the back, then send the form to us at: Revenues Service, P.O. Box 60, Leeds LS2 8JR. Our staff will take care of the rest.



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



Please fill in the form and send to:

Leeds City Council, Revenues Service, P.O. Box 60, Leeds LS2 8JR.

#### 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

#### Leeds City Council Account Reference Number

#### Originator's Identification Number

**FOR LEEDS CITY COUNCIL USE ONLY**  
**This is not part of the instruction to your Bank or Building Society.**

**Please tick ✓ the relevant boxes below to tell us which payment scheme you prefer.**

I/We wish to pay monthly on: 10th of month

20<sup>th</sup> of month

last day of month

If you would like your instalments to run to March, tick here

**Please make sure that your name and address are on the back.**

#### Instruction to your Bank or Building Society

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

Signature(s)

Date

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

Name and Address