

The Council promotes Direct Debit to pay your Council Tax and Business Rates to keep down costs and help you to budget easier. There is a choice of three payment dates, 1<sup>st</sup>, 10<sup>th</sup> or 20<sup>th</sup> of each month & ½ Yearly (2 instalments 1<sup>st</sup> April & 1<sup>st</sup> Sept) If you wish to make payments by Direct Debit please complete the instruction below and return it to one of the local Council Offices. **Alternatively you can set up a Direct Debit over the telephone by contacting the Council Tax Office on 01983 823901, or the Business Rates Office on 01983 823920.**



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

Please fill in the whole form using ball point pen and send it to:  
 Isle of Wight Council, Revenue Services,  
 PO Box 238, Newport  
 Isle of Wight, PO30 9FP

6 2 4 7 1 4



Name(s) of Account Holder(s)

PLEASE INDICATE WHICH INSTALMENT DATE YOU WOULD LIKE BY TICKING THE APPROPRIATE BOX

1st    
  10th    
  20th    
  ½ Yearly

FOR ISLE OF WIGHT COUNCIL USE ONLY  
 This is not part of the instructions to your Bank or Building Society

If you would like your instalments over 12 months please tick here

Bank/Building Society account number

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

Branch Sort Code

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

Reference Number as shown on your bill & address of property concerned

Name and full postal address of your Bank or Building Society

TO THE MANAGER	BANK/BUILDING SOCIETY
ADDRESS	
POSTCODE	

### Instructions to your Bank or Building Society

Please pay Isle of Wight 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 the Isle of Wight Council and, if so, details will be passed electronically to my Bank/Building Society

Signature(s)
Date

Banks & 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



- The 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 the Isle of Wight Council will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request the Isle of Wight 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 the Isle of Wight 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 the Isle of Wight 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. Please also send a copy of your letter to us.