



**COUNCIL TAX**

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



Originator's Identification Number

9 7 2 8 7 9

If you require assistance please ring  
our helpline ☎ 01263 516230

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

North Norfolk District Council  
FREEPOST NC22398  
PO Box 2  
Holt Road  
Cromer  
Norfolk NR27 9BR

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

Bill Reference Number

FOR (NORTH NORFOLK DC) OFFICIAL USE ONLY  
This is not part of the instruction to your Bank or Building Society.

Payment will be made on the 1st, 10th or 20th of every  
month or just after.

Please tick the payment frequency of your choice.

	1st	10th	20th
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 & Address

Name & Address of property concerned (if different from above)

**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)

Date

Telephone  
Number

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 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 the payment date change North Norfolk District Council will notify you at least 10 working days in advance of your account being debited or as otherwise agreed.
- If an error is made by North Norfolk District 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 of your letter to us.

