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Chief Executive

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Deputy Chief Executive

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West Lancashire Borough Council
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Email: council.tax@westlancs.gov.uk

Part A Instruction to your Bank or Building Society to pay by Direct Debit

To pay Council Tax by Direct Debit, complete parts A of this form and return to the above address.

Name(s) of Account Holder(s)

Originator's Identification Number

8	5	2	6	4	1
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Bank/Building Society Account Number

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Council Tax Billing Number

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(You will find this on your Council Tax bill)

Branch Sort Code

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Instruction to your Bank/Building Society

Please pay West Lancashire Borough 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 West Lancashire Borough Council and, if so, details will be passed electronically to my Bank/Building Society.

Name and full postal address of your bank/building society

The Manager Bank/building

society

.....

.....

Banks and Building Societies may not accept Direct Debit Instructions for some types of Accounts

I/We wish to pay my/our direct debit(Tick✓ appropriate box)

Annually - 2nd April (payable by one instalment)

Twice Yearly – 2nd April and 2nd October

Monthly - 2nd or 15th of each month

Signature(s)

Date

Your Address

.....

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.....

A bill will be issued advising of payment dates and amounts

Complete Part A and return to this office

Please retain Part B for your Direct Debit Guarantee.



Part B

This Guarantee should be detached & 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 dates change West Lancashire Borough Council will notify you 10 working days in advance of your account being debited or as otherwise agreed.
- If an error is made by West Lancashire Borough 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.