

Please ensure that you have entered your:

- Bank Address
- Name(s) of the Bank Account holder(s)
- Bank Account Number
- Sort Code
- Service User No: - (i.e. Council Tax / Business Rates Account Number), together with the address that you are paying for
- Number of instalments to be paid ie, 10 months (April to January) or 12 months (April to March)
- Choice of Payment Dates - Please select the date that you wish the Direct Debit to come out of your Account, either the 1st, 10th or 20th of the month
- Sign and date the Application

Please return the completed form to the Council, do not send it to your Bank or Building Society as we will be unaware of your intention to pay your liability through this method.