



**Council Tax  
Civic Centre  
Arnot Hill Park  
Nottingham  
NG5 6LU**

Dear Sir

Would you please amend my method of payment to Direct Debit and send me an amended Demand Notice to confirm.

<b>NAME</b>	
<b>ADDRESS</b>	

If you already pay your Council Tax by Direct Debit there is no need to complete this instruction

<b>INSTRUCTIONS TO YOUR BANK OR BUILDING SOCIETY TO PAY DIRECT DEBITS</b>		
Please fill in the whole form and send it to:- GEDLING BOROUGH COUNCIL, COUNCIL TAX SECTION, ARNOT HILL PARK, ARNOLD, NOTTINGHAM, NG5 6LU.		
<p><b>1 Name and full postal address of your bank/building society branch.</b></p> <p>To: The Manager _____ _____ Bank/Building Society Address _____ _____ Postcode _____</p> <p><b>2 Name(s) of account holder(s)</b></p> <p>_____ _____</p> <p>Signature(s) _____ Date _____</p>	<p>Originator's Identification Number <b>9 3 0 2 1 4</b></p> <p><b>3 Branch Sort Code</b> _____ - _____ - _____ <small>(From the top right hand corner of your cheque)</small></p> <p><b>4 Bank/building society account number.</b> _____</p> <p><b>5 Reference Number</b> _____</p> <p><b>6 Instructions to your bank/building society and signature(s).</b></p> <p>Please pay Gedling Borough Council Direct Debits from the account detailed on this instruction subject to the safeguards assured by The Direct Debit Guarantee. I understand that this instruction may remain with Gedling Borough Council and, if so, details will be passed electronically to my Bank/Building Society.</p> <p style="text-align: center;"><small>For the official use of Gedling Borough Council only. This does not form part of the instruction to your bank/building society.</small></p> <p style="text-align: center;"> <input type="checkbox"/> <b>1st</b>    <input type="checkbox"/> <b>7th</b>    <input type="checkbox"/> <b>15th</b>    <input type="checkbox"/> <b>28th</b> </p> <p style="text-align: center;"><small>Please tick preferred payment date. If you do not tick a box the next available date will be used.</small></p> <p>Address _____</p>	
<b>Banks/Building Societies may not accept Direct Debit Instructions from some types of account.</b>		

**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, Gedling Borough Council will notify you 14 working days in advance of your account being debited or as otherwise agreed.
- If an error is made by Gedling 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.*