

**Please fill in the whole form using a ball
point pen and send to :-**

**Resources, Epping Forest District Council,
Civic Offices, High Street, Epping, Essex. CM16 4BZ**

Name and full postal address of your bank or building society

The Manager

Address

.....

..... Postcode

Name(s) of account holder(s)

.....

.....

Bank/building society account number

.....

Branch sort code

..... - -

Service
User
Number

9 9 0 8 1 3

Reference

.....

Instruction to your bank or building society.

Please pay Epping Forest District Council Direct Debits from the account detailed in this Instruction subject to the safeguards assured the Direct Debit Guarantee. I understand that this instruction may remain with Epping Forest District Council and, if so, details will be passed electronically to my bank/building society.

Signature (s) _____

Date _____

Banks and building societies may not accept Direct Debit Instructions for some types of account.

This is not part of the instruction to your bank or building society and must be detached by Epping Forest District Council before submission to the paying bank

Complete the box below with your Name and Address

Name

Address

.....

..... Postcode

Payment Reference Number
(Please see your Bill)

.....

**Please select below how you wish to pay
your Direct Debit. Please tick one box only**

	Over 10 months (April - January)	Over 12 months (April - March)	Annual (April)	Half-Yearly (April and October)
1st	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10th	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20th	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The guarantee should be detached and retained by payer.

The Direct Debit Guarantee



- This 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 Epping Forest District Council will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Epping Forest District 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 Epping Forest District 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 Epping Forest District Council asks you to
- You can cancel a Direct Debit at anytime by simply contacting your bank or building society. Written confirmation may be required. Please also notify us.

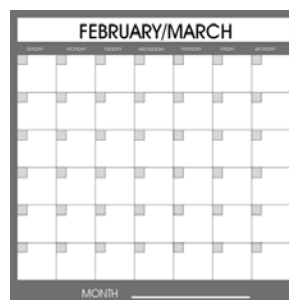
Having trouble budgeting for your Council Tax?



Would you like to reduce your monthly payments?



How about two extra months?



Maybe you just want to take the hassle out of paying?



Pay Council Tax, even when you are on holiday!



Direct Debit is the answer to your problems!

We can help you to budget more effectively, choose from several payment options and in many cases will even spread your Council Tax or Business Rates payments over two extra months

**Just fill in your bank/building society details overleaf and return the form to:
Resources, Epping Forest DC
Civic Offices, High Street, Essex CM16 4BZ**

Alternatively, we can now set your direct debit over the phone, without the need to complete any forms. To take advantage of this service please call us on 01992 564188 / 564189 for Council Tax or 01992 564064 for Business Rates

If you wish to discuss the Direct Debit scheme please contact the Helpline on 01992 564003