



# Direct debit instruction

Please fill in this form to **pay your council tax or business rates by direct debit** and send it to:

Local Taxation Service  
PO Box 303  
Witney  
OX28 1WR

Applicants details	
Name	
Address	
Contact telephone number	

Name(s) of Account Holder(s)

Bank/Building Society Account Number

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Branch Sort Code

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

Name and Full postal address of your Bank/Building Society

To: The Manager	Bank/Building Society
Address	
Postcode	



## Instruction to your Bank Or Building Society To Pay By Direct Debit

Preferred Payment Date

Ist	7th	14th	20th	25th
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Originator's Identification Number

9	9	0	8	6	3
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Reference Number (bill number)

### Instruction to your Bank or Building Society

Please pay West Oxfordshire 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 West Oxfordshire District Council and, if so will be passed electronically to my Bank/Building Society.

Signature(s)
Date

### The Direct Debit Guarantee (This Guarantee should be detached and retained by the payer)



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