

# COUNCIL TAX DIRECT DEBITS



## COUNCIL TAX (RESOURCES)

Town Hall, Ripley, Derbyshire, DE5 3BT

Tel: 01773 841440

Fax: 01773 841462

SMS: Text COUNCIL and your message to 60060

E-mail: council.tax@ambervalley.gov.uk

Web: www.ambervalley.gov.uk

We are convinced that you will find DIRECT DEBITS the easiest and most convenient way to pay your Council Tax. There are several advantages, such as:

- Convenience — no trips to the Bank/Building Society
- Simplicity — less paper work, easy to manage
- No need to make another arrangement later
- Time to query and stop payment if not satisfied

Along with all the advantages the Council gives a GUARANTEE that you can obtain an immediate refund from your Bank/Building Society should a payment ever be made which breaks the terms of your instruction.

### 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 Amber Valley Borough Council will notify you fourteen working days in advance of your account being debited or as otherwise agreed. If you request Amber Valley Borough 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 Amber Valley Borough 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 Amber Valley Borough 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

You may pay either:

- Monthly until January, payments will be taken on 5th, 15th or 30th of each month. Please tick your preferred payment date and frequency of payment below
- Half yearly on 30th April and 30th October
- Annually on 30th April

Please complete and return to: Amber Valley Borough Council, Town Hall, Ripley DE5 3BT

### Instruction to your Bank or Building Society to pay Direct Debits

Please fill in the whole form and send it to: Amber Valley Borough Council,  
Town Hall, Ripley DE5 3BT



1. To: The Manager \_\_\_\_\_

\_\_\_\_\_ Bank or Building Society

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Postcode \_\_\_\_\_

Originators Identification Number **9 7 1 3 6 1**

5. Your Council Tax reference number \_\_\_\_\_

Property address \_\_\_\_\_

2. Name(s) of account holder(s) \_\_\_\_\_

3. Bank or Building Society account number \_\_\_\_\_

4. Branch Sort Code (from the top right hand corner of your cheque) \_\_\_\_\_

6. Instructions to your Bank or Building Society. Please pay Amber Valley Borough Council Direct Debits from the account detailed on this instruction subject to the safeguard assured by The Direct Debit Guarantee.

Signature(s) \_\_\_\_\_  
Date \_\_\_\_\_

Banks and Building Societies may not accept Direct Debit instructions from some types of account

---

**Direct debit payment dates and frequency**

Please tick preferred payment date:

5th

15th

30th

Please tick box to indicate the frequency of payments required:

**Monthly** April — Jan

**Half yearly** April and Oct

**Annually** 30th April

**and then complete the instruction to your  
Bank/Building Society overleaf and return it to:  
Amber Valley Borough Council, Town Hall, Ripley DE5 3BT**

