



PAY COUNCIL TAX THE EASY WAY - BY DIRECT DEBIT

Have you considered paying your Council Tax by Direct Debit?
Time you have to spend writing cheques, completing paperwork
and queuing to pay is time you can save.

HOW?

Simply by indicating the preferred payment frequency,
completing the instruction below and returning this form to
Carlisle City Council in the pre-paid envelope provided.

Make it easy - DIRECT DEBIT your Council Tax.

Please tick your preference in the appropriate box.

1. I wish to pay on the 1st of the month

2. I wish to pay on the 16th of the month

CITY OF CARLISLE - COUNCIL TAX

Civic Centre • Carlisle • CA3 8QG

Instruction to your Bank/Building Society to pay Direct Debits.

Please complete parts 1-5 to instruct your branch to make payments directly from your account.

Then return this form to: CARLISLE CITY COUNCIL, COUNCIL TAX SECTION, CIVIC CENTRE, CARLISLE CA3 8QG

1 Please write the full postal address of your branch in the box below

To: The Manager _____
_____ Bank/Building Society
Address _____
_____ Postcode _____

Originator's Identification Number **9 4 0 7 6 3**

Council Tax Account Reference _____

2 Name of account holder(s) _____

3 Account number _____

3 Sort Code (if known) _____

5 Your instruction to the Bank/Building Society and signature(s)

- I/We instruct you to pay Direct Debits from my/our account at the request of Carlisle City Council
- The amounts are variable and may be debited on various dates.
- I/We understand that Carlisle City Council may change the amounts and dates only after giving me/us prior notice.
- I/We will inform the Bank/Building Society in writing if I/We wish to cancel this instruction.
- I/We understand that if any Direct Debit is paid which breaks the terms of this instruction, the Bank/Building Society will make a refund.

Signature(s) _____
_____ Date _____

Banks/Building Societies may refuse to accept instructions to pay Direct Debits from some types of account.

PLEASE PRINT YOUR NAME AND ADDRESS BELOW

