

Paying by Direct Debit

Direct Debit - The easy way to pay

To make it easier for you to pay Council Tax and Business Rates by Direct Debit, you now have a choice of four dates to pay each month:

1st, 8th, 15th and the 25th

There are many advantages of paying by Direct Debit:

- No need to remember when to pay
- It's cheaper and convenient – no car parking costs, bus fares or postage and no queuing
- It's safer – less cash to carry
- You are covered by the Direct Debit Guarantee (see below)

You can set a direct debit up

- on the phone
 - for Council Tax phone 01204 331599
 - for Business Rates phone 01204 331730
- online - www.bolton.gov.uk - in the 'Do it online' section
- at Council offices
- by post - you can complete and return the form opposite

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, Bolton MBC will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Bolton MBC 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 Bolton MBC 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 Bolton MBC 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.

Instruction to your Bank or Building Society to pay by Direct Debit.



Please post to, Bolton Council, PO Box 32, Bolton, BL1 1RX

Please complete 1 – 10 below.

1. Please tick the payment date that you prefer

1st 8th 15th 25th

2. Name(s) of Account Holder(s)

3. Bank / Building Society Account Number

4. Branch Sort Code

5. Name and full postal address of your Bank / Building Society

6. Council Tax or Business Rates Account Number

Please pay Bolton Council direct debits from the account detailed in this instruction, subject to safeguards assured by the direct debit guarantee. I understand that this form may remain with the Council and that details will be passed electronically to my Bank / Building Society.

7. Signature

8. Date

9. What address is this direct debit instruction for?

10. Please give a daytime telephone number where we can contact you

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