



GOSPORT Borough Council

Chief Executive: David Williams

Town Hall, High Street,
Gosport, Hampshire,
PO12 1EB.

E.mail: www.gosport.gov.uk
Telephone: (023) 9258 4242
Direct Line: (023) 9254 5470

Dear Sir/ Madam

Date: / /

If you wish to pay your Council Tax by Direct Debit please complete and return this form to Local Taxation at the above address. If you have any queries concerning Direct Debit, please contact this office on the above telephone number.

Please see overleaf for your Direct Debit guarantee which you should retain for your future reference.

Yours faithfully

Council Tax Section

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Name: Please tick box for frequency of payment and payment date.

Address: Payment Date: 1st of month 15th of month
..... 20th of month

NO OTHER DATES AVAILABLE

Monthly Quarterly
Half-Yearly Yearly

Daytime Tel No: Please tick box for number of payments if paying monthly.

Reference No: 10 instalments 12 instalments



GOSPORT
Borough Council

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



Bank and Building Societies may not accept Direct Debit Instructions from some types of accounts.

Please fill in the whole form and send it to:
Council Tax Section, Gosport Borough Council, Town Hall, High Street, Gosport, Hampshire, PO12 1EB.

Name and full postal address of your Bank or Building Society

The Manager Bank/ Building Society
Address
.....
..... Post Code:

Originators Identification Number

8 3 0 1 5 6

Gosport Borough Council Reference No.

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Instruction to your Bank or Building Society. Please pay Gosport Borough Council Direct Debits from the account detailed on this instruction subject to the safeguards assured by The Direct Debit Guarantee. I understand that this Instruction may remain with the Originator mentioned above and if so, details will be passed electronically to my Bank/ Building Society.

Name (s) of account holder (s)

.....

Branch sort code
(from the top right hand corner of your cheque)

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Bank or Building Society Account No.

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Signature	Date
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OFFICIAL USE ONLY

Date received		Date actioned	
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DIRECT DEBIT GUARANTEE



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 Gosport Borough Council will notify you ten working days in advance of your account being debited or as otherwise agreed. If you request Gosport 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 Gosport 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 Gosport 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.

Data Protection

The Council may use Council Tax information internally for legitimate purposes, such as collection of debts or to assist in the discharge of other statutory functions such as environmental health, planning or housing.