

LONDON BOROUGH OF SUTTON
Resources Directorate,
Civic Offices, St Nicholas Way, Sutton SM1 1EA
Annette Madden - Assistant Director (Business Services)



Direct Line: 0208 770 5000 My Ref:

Date:

Please add your name and address here



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



Please complete this form using a ballpoint pen and send to:
 Strategic Director- Resources
 London Borough of Sutton
 Civic Offices, St Nicholas Way
 Sutton, SM1 1EA

| | | | | | |
|--|---|---|---|---|---|
| <i>Originator's Identification No.</i> | | | | | |
| 9 | 9 | 1 | 7 | 8 | 4 |

Names of Account Holder(s)

Bank/ Building Society Account Number

| | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|
| | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|

Branch Sort Code

| | | | | | | | |
|--|--|---|--|--|---|--|--|
| | | - | | | - | | |
|--|--|---|--|--|---|--|--|

FOR LONDON BOROUGH of SUTTON
OFFICIAL USE ONLY

This is not part of the instruction to your Bank or Building Society.

Council Tax and is payable by a maximum of 12 monthly instalments due on 7th April and then on 1st of each of the following months (1st plan), the 8th of each month, 16th of each month, 23rd of each month, Annually on 7th April or bi-annually (2 equal payments 07 April and 01 Sept). Please put a cross in the box below for your preferred choice.

| | | | |
|------------------------|---|------------------------|----|
| 1 | 8 | 16 | 23 |
| Annual | | Bi-Annual | |
| 10 monthly instalments | | 12 monthly instalments | |

| | |
|--|-----------------------|
| Name and full postal address of your bank or building society | |
| To: The Manager | Bank/Building Society |
| Address and Postcode | |
| | |
| Signatures(s) | |

Instruction to your Bank or Building Society
 Please pay London Borough of Sutton 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 the London Borough of Sutton and if so, details will be passed electronically to my Bank/ Building Society.

Reference Number
(Please quote below)

This Guarantee overleaf should be detached and retained by the payer.

The Direct Debit Guarantee



- This Guarantee is offered by all Banks and Building Societies that take part in the Direct Debit Scheme
- The efficiency and security of the Scheme is monitored and protected by your own Bank or Building Society.
- If the amounts to be paid or the payment dates change the London Borough of Sutton will notify you 10 working days in advance of your account being debited or as otherwise agreed.
- If an error is made by the London Borough of Sutton or your Bank or Building Society you are guaranteed a full and immediate refund from your branch of the amount paid.
- You can cancel a Direct Debit at any time by writing to your Bank or Building Society. Please also send a copy of your letter to us.


