



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



Please fill in this form and send it to:  
Revenues and Benefits, Resources Directorate,  
Council House, Coventry, CV1 5RR

Originator's Identification Number

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Name and full postal address of your Bank or Building Society

To: The Manager	Bank/Building Society
Address	
Postcode	

**This is not part of the instruction to you bank or Building Society**

Please tick which payment date you want:

1st  10th  17th  24th

In full financial years do you wish to pay over:-

10 monthly instalments  12 monthly instalments

Your address: \_\_\_\_\_

Name(s) of Account Holder(s)

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Instructions to your Bank or Building Society

Please pay Coventry City Council 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 Coventry City Council and, if so, details will be passed electronically to my Bank/Building Society.

Bank/Building Society account number

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Branch Sort Code

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Reference Number

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Signature(s):

Date:



**Please keep this in a safe place**

**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 Coventry City Council will notify you 14 days in advance of your account being debited or as otherwise agreed.**

**If an error is made by Coventry City Council 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.**

**Council Tax enquiry number 024 7683 1111**

**We can refuse to accept your direct debits if you owe any council tax or if you used to pay by direct debit and kept missing payments**

**If you need this information in another format or language please contact us.**

**Telephone: 024 7683 1111**

**Minicom: 024 7683 3704**

**Fax: 024 7683 3837**

**e-mail: [counciltax@coventry.gov.uk](mailto:counciltax@coventry.gov.uk)**