

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



Please fill in the form and return to:
Birmingham City Council, Revenues,
PO Box 5, Birmingham,
B4 7AB

Name and full postal address of your Bank or Building Society

To : The Manager	Bank/Building Society
Address	
Postcode	

Name(s) of Account Holder(s)

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Bank / Building Society account number

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Branch Sort Code

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(From top right hand corner of your cheque)

Reference Number

5	0								
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(For office use only)

Originator's Identification Number

9	3	0	0	8	4
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This is not part of the instruction to your
Bank/Building Society
Address of Account holder(s)

Please tick your preferred monthly payment date

1st ☐ 8th ☐ 15th ☐ 21st ☐ 28th ☐

Tick the box below if you want to pay half yearly or yearly
(payments will be deducted on the 1st of each month)

10 months ☐ 12 months ☐ Half Yearly ☐ Yearly ☐

If you do not indicate clearly which date and over what
period you prefer, your payment will be collected over 10
months on the 15th of the month.

Instruction to your Bank or Building Society

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

Signature(s)
Date

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

This Guarantee should be detached and retained for your information
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 Birmingham City Council will notify you 10 working days in advance of your account being debited or as otherwise agreed.
- If an error is made by Birmingham 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.

