



Paying by Direct Debit does not involve you in writing cheques, withdrawing cash from your Bank account, no paperwork or postage, as well as no queuing because payments are made for you by your Bank or Building Society but only on accordance with your instructions.

### **Only Direct Debit gives you a Guarantee**

Paying by Direct Debit guarantees an immediate refund in the unlikely event of an error occurring. You are free to cancel at ANY TIME, and you will always be advised at least 10 working days in advance of any changes to your instalments - that gives you total control over the amounts paid and the dates those amounts are requested.

### **And you have a choice when you can pay**

A choice of dates are available when you can pay your Council Tax and your bill will be payable by 12 instalments for a full year, **but only if you pay by Direct Debit.** This means that you can pay by monthly instalments on the 1st, 8th, 15th or 22nd of any month, whichever date you prefer.

### **How do I change to Direct Debit**

Simply fill in the Direct Debit Instruction and preferred date option box and return to Council Tax Section, Resources Department, Municipal Offices, Civic Centre, Ebbw Vale NP23 6XB.

**COUNTY BOROUGH OF BLAENAU GWENT**  
**BWRDEISDREF SIROL BLAENAU GWENT**

Municipal Buildings, Civic Centre, Ebbw Vale, NP23 6XB  
 Swyddfeydd Bwrdeisio, Canolfan Dinesig, Glyn Ebbw, NP23 6XB  
 Telephone/Telefon (01495) 355214/355216  
 Fax/Ffacs (01495) 355788

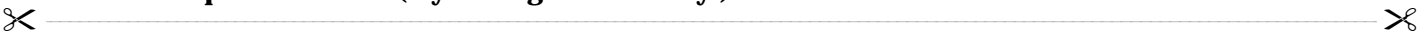


**DIRECT DEBIT INSTRUCTION (COUNCIL TAX)**

<p>Please fill in the whole form and return to:</p> <p>County Borough of Blaenau Gwent                  Corporate Director Resources                  Council Tax Section                  Civic Centre                  Ebbw Vale                  NP23 6XB</p>	<p>Originator's Identification Number</p> <p style="text-align: center; border: 1px solid black; padding: 2px;"><b>6 2 4 7 2 2</b></p>
<p><b>1</b> Name and full postal address of your Bank or Building Society Branch</p> <p>To: The Manager</p> <div style="border: 1px solid black; padding: 5px;"> <p>Address _____</p> <p>_____</p> <p>_____</p> <p>Post Code _____</p> </div>	<p>Your name and address</p> <div style="border: 1px solid black; height: 100px;"></div>
<p><b>2</b> Names of Account Holders</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	<p><b>5</b> Council Tax Reference Number</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>
<p><b>3</b> Branch Sort Code                  (from the top right-hand corner of your cheque)</p> <p style="text-align: center;"> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> </p> <p><b>4</b> Bank or Building Society Account Number</p> <div style="border: 1px solid black; display: flex; justify-content: space-around; width: 100%; height: 20px;"> <span style="border: 1px solid black; width: 20px; height: 15px;"></span> <span style="border: 1px solid black; width: 20px; height: 15px;"></span> <span style="border: 1px solid black; width: 20px; height: 15px;"></span> <span style="border: 1px solid black; width: 20px; height: 15px;"></span> <span style="border: 1px solid black; width: 20px; height: 15px;"></span> <span style="border: 1px solid black; width: 20px; height: 15px;"></span> <span style="border: 1px solid black; width: 20px; height: 15px;"></span> <span style="border: 1px solid black; width: 20px; height: 15px;"></span> </div>	<p><b>6</b> Instruction to your Bank or Building Society                  Please pay The County Borough of Blaenau Gwent Direct Debits from the account detailed on this instruction subject to the Safeguards assured by the Direct Debit Guarantee</p> <div style="border: 1px solid black; padding: 5px;"> <p>Signature(s) _____</p> <p>Date _____</p> </div>

**Banks or Building Societies may refuse to accept Direct Debits from some types of accounts**

Please indicate preferred date ( by ticking one box only )     1st     8th     15th     22nd



**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, you will be told of this in advance by at least 14 days as agreed
- If an error is made by the County Borough of Blaenau Gwent 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 send a copy of your cancellation to:-  
 The County Borough of Blaenau Gwent, Corporate Director Resources, Council Tax Section, Civic Centre, Ebbw Vale, NP23 6XB