



# Council Tax Direct Debit Form

Account Reference:

Property Reference:

## You can now pay over 12 months

The full 12 instalments can only be given at the start of the financial year, where we have received sufficient notice for your chosen payment date. Where we cannot give 12 instalments you will be given the maximum number of instalments to the end of the financial year.

The full address to which the council tax charge relates:

Paying by Direct Debit means you can select your preferred monthly instalment date – on the 1st, 4th, 12th, 20th or 28th. More and more people are choosing to pay by Direct Debit and you will see from the Direct Debit Guarantee that YOU ARE STILL IN CONTROL. Simply fill in the details below and on the reverse of this form in BLACK CAPITAL LETTERS and return the instruction to Boston Borough Council.

Please complete the whole form, including the reverse, and return to:

**Boston Borough Council, Municipal Buildings, West Street, Boston, Lincolnshire PE21 8QR.**

Please indicate your choice of payment date:  1st  4th  12th  20th  28th

Please indicate if you wish to pay over 12 instalments

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



Please fill in the whole form using a ball point pen and send to:

Boston Borough Council, Municipal Buildings, West Street, Boston, Lincolnshire PE21 8QR

Name and full postal address of your Bank or Building Society

To: The Manager	Bank/Building Society
Address	
Postcode	

Service User Number

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Reference

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### Instruction to your Bank or Building Society

Please pay Boston Borough District Council Direct Debits from the account detailed in this instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that the instruction may remain with Boston Borough District Council and, if so, details will be passed electronically to my Bank/Building Society.

Name(s) of Account Holder(s)

Bank/ Building Society Account Number

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Branch Sort Code

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Signature(s)

Date

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

- This Guarantee is offered by all banks and building societies that accept instructions to pay Direct Debit.
- If there are any changes to the amount, date or frequency of your Direct Debit, Boston Borough Council will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Boston 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 Boston 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.
- 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.

Your information will be processed in accordance with the law, in particular the Data Protection Act 2018. The information that you provide will only be used for Council purposes unless there is a legal authority to do otherwise.

## Contact Information

Full name:	<input type="text"/>	Date:	<input type="text"/>
Email:	<input type="text"/>	Telephone no:	<input type="text"/>

## Privacy Information

Your Council Tax information will be processed by Public Sector Partnership Services (PSPS) on behalf of the data controller, Boston Borough Council. We require this information from you to allow us to fulfil our statutory duty for Council Tax collection, as defined in the Local Government Finance Act (1992), and our legal basis for processing your data is to fulfil this legal obligation. We may also share this information with departments within the council or other public bodies responsible for gathering statistical information, auditing or administering public funds, and with other suppliers we commission to support us with our duties. Please refer to our website [www.boston.gov.uk](http://www.boston.gov.uk) for full details relating to the processing of your information. This will include an explanation of your rights as a data subject, who we share information with and why, contact details (including for Data Protection Officers), and an explanation of our plans to retain your information.

