

LONDON BOROUGH OF SUTTON
Revenues & Benefits
Civic Offices, St Nicholas Way, Sutton SM1 1EA



counciltax@sutton.gov.uk
www.sutton.gov.uk/counciltax

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

Names of Account Holder(s)

Bank/ Building Society Account Number

--	--	--	--	--	--	--	--

Branch Sort Code

		-			-		
--	--	---	--	--	---	--	--

Originator's Identification No.

9	9	1	7	8	4
---	---	---	---	---	---

**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.