



# Council Tax

Please fill in the whole form using black ink



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

**If you ring 01279 655261, ask for ext 3006 and tell us your bank details, we will set up the Direct Debit for you over the phone.**

Name and full postal address of your Bank or Building Society

|                 |                       |
|-----------------|-----------------------|
| To: The Manager | Bank/Building Society |
| Address         |                       |
| Postcode        |                       |

Originator's Identification Number

|   |   |   |   |   |   |
|---|---|---|---|---|---|
| 9 | 9 | 0 | 8 | 3 | 1 |
|---|---|---|---|---|---|

### Payment date

Please choose a payment date by putting a cross in the box next to the date you prefer

1st       8th       15th       22nd

Branch Sort Code

|  |  |  |  |  |  |
|--|--|--|--|--|--|
|  |  |  |  |  |  |
|--|--|--|--|--|--|

Bank/Building Society account number

|  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|
|  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|

Name(s) of Account Holder(s)

|  |
|--|
|  |
|--|

Please send the completed form to:

|   |
|---|
| Revenues Division<br>East Herts District Council<br>Wallfields<br>Pegs Lane<br>Hertford<br>SG13 8EQ |
|---|

Council Tax reference Number

|  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|
|  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|

Number of Instalments

1       2       10       12

This is not part of the instruction to your Bank or Building Society

### Payer Details:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Property address if different

### Instructions to your Bank or Building Society

Please pay East Herts District 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 East Herts District 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 type of account



**This guarantee should be detached and retained by the payer**



## The Direct Debit Guarantee



This guarantee is offered by all Banks and Building Societies that accept instructions to pay Direct Debits.

If there are any changes to the amount, date or frequency of your Direct Debit, East Herts Council will notify you 14 working days in advance of your account being debited or as otherwise agreed. If you request East Herts Council to collect a payment, confirmation of the amount and a 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 East Herts 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. If you receive a refund you are not entitled to, you must pay it back when East Herts District Council asks you to.

You can cancel a Direct Debit at any time by simply contacting your Bank or Building Society. Written confirmation may be requested. Please also notify us.

# Other methods to pay your Council Tax

**Telephone payments.** You can pay by debit or credit card by calling our office on phone number 01279 655261 during office hours **or 01279 502222 at any time to pay via the Automated Payments Line.** You will need your Council Tax Reference number which is printed on the front of the bill.

**Internet.** You can pay by debit card over the internet. Log on to the Council's website [www.eastherts.gov.uk](http://www.eastherts.gov.uk) and follow the 'Payment' link. Our system is fully secure and controlled with receipt and authorisation numbers given as confirmation of payment.

**Postal Payments.** You can send us a cheque. Write 'A/C payee' down the centre of your cheque and make it payable to East Hertfordshire District Council. Write the Council Tax Reference number which is printed on the front of the bill on the back of your cheque and send it to East Hertfordshire District Council, Wallfields, Pegs Lane, Hertford SG13 8EQ.

**Bank Giro Credit.** Complete a bank Giro credit slip at your bank and make a payment to the Council. The Council's Bank sort code is **57 23 07** and the account number is **3572307**. Quote the Council Tax Reference number which is printed on the front of the bill.

**We cannot accept cheques with future dates on or cheques made payable to someone else.**

**Don't post cash through our letter boxes.**

Telephone opening times are 9.00am to 5.00pm

**Bishop's Stortford Office,** The Causeway, Bishop's Stortford, Herts CM23 2EN

**Hertford Office,** Wallfields, Pegs Lane, Hertford, Herts SG13 8EQ

## Fair Processing Notice - How we collect and use information

We will use the information you give in this form, and in any supporting evidence you send us, to process and calculate your Business Rates (National Non-Domestic Rates - NNDR). We will normally keep your records for up to seven financial years, and then they will be destroyed securely.

We may pass the information to other agencies or organisations such as the HM Revenue and Customs, as allowed by law.

We may check information you have provided, or information about you that someone else has provided, with other information we hold. We may also get information about you from certain third parties, or give them information, to:

- make sure the information is accurate; and
- prevent or detect crime; and
- protect public funds.

These third parties include government departments, local authorities and private-sector companies such as banks and organisations that may lend you money.

We will not give information about you to anyone else, or use information about you for other purposes, unless the law allows us to.

The Council is the data controller for the purposes of the Data Protection Act. If you want to know more about what information we have about you, or the way we use it, please ask us.

### Additional Information

For more information contact the Council's Information Management Team or visit the 'Privacy Notices Code of Practice' on the website of the Information Commissioner

[http://www.ico.org.uk/for\\_organisations/data\\_protection/topic\\_guides/~/\\_media/documents/library/Data\\_Protection/Detailed\\_specialist\\_guides/PRIVACY\\_NOTICES\\_COP\\_FINAL.ashx](http://www.ico.org.uk/for_organisations/data_protection/topic_guides/~/_media/documents/library/Data_Protection/Detailed_specialist_guides/PRIVACY_NOTICES_COP_FINAL.ashx)