



**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:

Calderdale MBC  
Town Hall  
PO Box 51  
Halifax HX1 1TP

**Service user number**

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**Instruction to your bank or building society**

Please pay Calderdale MBC Direct Debits from the account detailed in the instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that this instruction may remain with Calderdale MBC 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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**Name and full postal address of your bank or building society**

<b>To: The Manager</b>	<b>Bank/Building Society</b>
<b>Address</b>	
<b>Postcode</b>	

<b>Signature (s)</b>
<b>Date</b>

Banks and building societies may not accept Direct Debit instructions for some types of accounts

**For Official Use Only**

In order to correctly identify your Council Tax Account and your choice of collection dates please complete the following details

<b>Council Tax Reference Number</b>	1	6												
<b>Preferred payment date</b>	1st	7th	15th	21st	28th									

<b>Name &amp; Address as shown on the Council Tax bill</b>

<b>Contact details (in case of query only)</b>
<b>Email:</b>
<b>Telephone:</b>