

Are you a Direct Debit payer? If you're not please read on

Direct Debit is the easiest and most convenient method of paying your council tax. By choosing to pay by Direct Debit, you'll never need to worry about missing a payment, writing a cheque or queuing at the Council's cash offices or Post Offices. You may also save postage costs.

To make it even easier to pay by Direct Debit the Council now offers four payment dates each month – the 1st 8th 15th and 22nd – if you switch to paying by this method. You can even choose to pay your council tax bill over the statutory 10 instalments or over 12 instalments. (The actual number of monthly instalments will depend on when the instruction is set up.) Or you may prefer to pay annually or half yearly.

You don't even need to fill in any form. Simply choose the date that is most convenient for you, have your bank details ready and then give the Council Tax Section a ring on (01792) 635382. A member of staff will set up the Direct Debit whilst you're on the phone.

Alternatively, you may complete the instruction overleaf, remembering to include your 10 digit council tax reference number (as shown on your bill) and also remembering to tick the appropriate payment date.

Your council tax instalments will be debited from your bank account automatically on the due date (or next working day if the due date happens to be on a weekend or bank holiday).

Privacy Notice

Swansea Council is the data controller for the personal information you provide on this form. We are collecting this information as part of our obligation under The Local Government Finance Act 1992. Your information will be used to help us fulfil our legal obligation and will not be used for any other purpose. We will not share your data with third parties unless we are required or permitted to do so by law

Data protection law describes the legal basis for our processing your data as necessary for compliance with a legal obligation. For further information about how Swansea Council uses your personal data, including your rights as a data subject, please see our corporate privacy notice on our website.

FINANCE DEPARTMENT/ADRAN GYLLID

Revenues Section, Civic Centre, Swansea, SA1 3SN; Is-adran Refeniw, Canolfan Ddinesig, SA1SN

☎ (01792) 635382 📧 (01792) 635895

✉ Council.Tax@swansea.gov.uk 🌐 www.swansea.gov.uk/counciltax

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, The City and County of Swansea will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request The City and County of Swansea 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 The City and County of Swansea 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 The City and County of Swansea asks you to.
- 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.

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

Please fill in the whole form and send it to: City & County of Swansea, Revenues Section, The Civic Centre, Swansea SA1 3SN.							
Name(s) of account holder(s):							
Bank/Building Society account number:							
Branch Sort Code: (top right hand corner of your cheque book)							
		-		-			
Name and full postal address of your Bank or Building Society:							
To the Manager Bank/Building Society:							
Council Tax Reference Number (as on bill):							
Address of property you want to pay for by Direct Debit:							
Your ☎ number in case of a query.							

Originator's identification number:-					
9	7	1	9	3	0
Banks and Building Societies may not accept Direct Debit instructions for some type of accounts.					
This is not part of your instruction to your Bank or Building Society, but will be used by the Council to set up your Direct Debit. Please circle your choice of 10 or 12 instalment and indicate with a ✓ either your preferred monthly payment date or one of the other available payment options. If you do not tick a box then monthly payments will be claimed on the 1st of each month.					
1st	8th	15th	22nd		
Annually on 1st			Half Yearly on 1st		
Instruction to your Bank or Building Society.					
Please pay The City and County of Swansea Direct Debits from the account detailed on this instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that this instruction may remain with The City and County of Swansea and if so, details will be passed electronically to my Bank/Building Society.					
Signature(s):					
Date:					

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