

Application to pay a summons by Direct Debit

Please fill in the form below using black ink and return to: Wandsworth Council,
Council Tax Service, PO Box 65962, London SW18 9HN

Council Tax Account Reference number: _____

Name: _____

Property address: _____

Daytime phone number: _____

Evening phone number: _____

I propose to pay the total due on the summons and the additional costs of £28.00, by three consecutive monthly instalments as detailed below and have provided proof of my income.

1st payment (to be received prior to the court date) is £ _____ on _____

2nd payment £ _____ on _____

3rd payment £ _____ on _____

Print name _____ Date _____

**Please note direct debit payments can only be collected on the 2nd of the month.
Please complete the section below if you wish to pay by Direct Debit**



The Direct Debit Guarantee

The 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 Wandsworth Council will notify you 10 working days in advance of your account being debited or as otherwise agreed.

If an error is made by Wandsworth Council 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 Wandsworth Council.

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

6 2 4 6 1 9

Name(s) of Account Holder(s)

Bank/Building Society account number

Branch Sort Code

Council Tax Account Reference number

To your Bank or Building Society

Please pay Wandsworth 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 Wandsworth Council and, if so, details will be passed electronically to my Bank/Building Society.

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