

**Revenues & Benefits**

Direct Line: 01865 252870  
Fax: 01865 252475  
Email: counciltax@oxford.gov.uk



**St Aldate's Chambers**

109 - 113 St. Aldate's  
Oxford OX1 1DS  
Switchboard: 01865 249811



Account no:

Date:

Relevant  
Address

Dear Taxpayer

**Now You Can Pay Your Council Tax When It Suits You.**

Oxford City Council can now offer you a **choice of dates** on which you can pay your Council Tax, but only if you pay by **Direct Debit**. This means that you can pay your monthly instalments on a date more **convenient to you**.

Paying by **DIRECT DEBIT** will save you considerable time and effort and has many advantages: there are no cheques to write; no paperwork or postage; and there's no queuing because **Oxford City Council** can arrange payments for you with your Bank or Building Society. This information may also be used to transfer any overpayment back directly in to your bank account.

**Direct Debit** is safer than cash and you have a **MONEY BACK GUARANTEE** (see over).

To pay by **Direct Debit**, simply complete the instruction below, choose which date in the month you prefer: **1st, 5th, 15th, or 25th** and return to us **FREEPOST**, no stamp required.



I wish to pay monthly on or immediately after this date:

1st    5th    15th    25th (Please tick preferred date) This is not part of the instruction to your Bank or Building Society

 <b>OXFORD CITY COUNCIL</b>	<p style="text-align: center;"><b>Instruction to your Bank or Building Society to pay by Direct Debit</b></p> <p><b>Please fill in the whole form and send it to:</b>  Oxford City Council  Local Taxation Section  <b>FREEPOST</b>  P.O. Box 10  Oxford  OX1 1BR</p>	 <b>DIRECT Debit</b>																													
<p>1. Name and full postal address of your Bank or Building Society branch</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 80%;">To: The Manager</td><td style="width: 20%;"></td></tr> <tr><td style="text-align: right;">Bank or Building Society</td><td></td></tr> <tr><td>Address</td><td></td></tr> <tr><td> </td><td></td></tr> <tr><td style="text-align: right;">Postcode</td><td></td></tr> </table>		To: The Manager		Bank or Building Society		Address				Postcode		<p>Originators Identification Number  <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr><td>9</td><td>7</td><td>1</td><td>9</td><td>2</td><td>9</td></tr> </table> </p> <p>3. Branch Sort Code (from the top right hand corner of your cheque)  <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr><td style="width: 33%; height: 20px;"></td><td style="width: 33%;"></td><td style="width: 33%;"></td></tr> </table> </p> <p>4. Bank or Building Society Account Number  <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr><td style="width: 12.5%; height: 20px;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td></tr> </table> </p> <p>5. Oxford City Council reference number  <table border="1" style="width: 100%; border-collapse: collapse; height: 20px;"></table> </p> <p>6. Instruction to your Bank or Building Society  Please pay Oxford City Council Direct Debits from the account detailed on this instruction subject to the safeguards assured by The Direct Debit Guarantee. I understand that this may remain with Oxford City Council, if so, details will be passed electronically to my Bank or Building Society.</p>	9	7	1	9	2	9													
To: The Manager																															
Bank or Building Society																															
Address																															
Postcode																															
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<p>2. Name(s) of account holder(s)  <table border="1" style="width: 100%; border-collapse: collapse; height: 20px;"></table> </p>		<p>Signature(s)  <table border="1" style="width: 100%; border-collapse: collapse; height: 20px;"></table> </p> <p style="text-align: right;">Date  <table border="1" style="width: 100%; border-collapse: collapse; height: 20px;"></table> </p>																													
<p><b>Bank and Building Societies may not accept Direct Debits from some types of account.</b></p>																															

## THE ADVANTAGES OF DIRECT DEBIT

- The **DIRECT DEBIT** Guarantee
- You can forget queues, cheques, stamps
- You remain in control
- Its paid monthl but you only sign one form and your bank or building society does the rest
- You don't have to remember when to pay, the Council organises the payment for you
- Your Council Tax account is credited immediately unlike other methods which can take up to 10 days

Collecting Local Taxes by **DIRECT DEBIT** is much more efficient and cheaper for the Council which benefits everyone in our community.

## 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 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 date changes, Oxford City Council will notify you ten working days in advance of your account being debited or as otherwise agreed.
- If an error is made by Oxford City 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 us.

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PLEASE CUT ALONG DOTTED LINE AND PUT IN AN ENVELOPE

Please return to:

Oxford City Council  
Local Taxation Section  
**FREEPOST**  
P.O. Box 10  
Oxford OX1 1BR