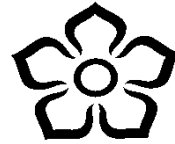


Please ask for: Revenues & Customer Support

Direct Line: 0116 454 1005

**On-Line Form**

**Please write your name and the address this form is for in the box**



Leicester  
City Council

**Revenues & Customer Support**

York House

91 Granby Street

Leicester, LE1 1FB

Tel: 0116 454 1005

Fax: 0116 454 0705

[council.tax@leicester.gov.uk](mailto:council.tax@leicester.gov.uk)

**Payment of Council Tax by Standing Order**

Thank you for choosing to pay your council tax by standing order.

Please fill in the form on the back of this letter and send it to your bank/building society. Please do not return it to the Council.

Please make the payment dates to be five days earlier than the instalment date shown on your bill. This is because it takes time for the payment to be sent by your bank and allocated to your council tax account.

Yours sincerely

Alison Musgrove  
Service Manager  
Revenues & Customer Support

(1) To: The Manager, (Bank/Building Society)



Leicester  
City Council

**Revenues & Customer Support**

York House

91 Granby Street

Leicester, LE1 6FB

Tel: 0116 454 1005

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**Council Tax Standing Order**

Please complete the relevant details (1, 2, 3, 4 & 5) and send the form directly to your bank/building society.

Please make monthly payments and debit my account during the year ending 31<sup>st</sup> March as follows:

<b>Barclays Bank PLC, 1-3 Haymarket Towers, Humberstone Gate Leicester LE1 1WA</b>	<b>20-49-17</b>
<b>For Leicester City Council</b>	<b>73926826</b>
<b>REFERENCE NUMBER TO BE QUOTED (your council tax account number)</b>	

(2) First payment of £ \_\_\_\_\_ to be made on\* \_\_\_\_\_ followed by \_\_\_\_\_ payments of £ \_\_\_\_\_ to be made starting on \_\_\_\_\_ and ending with a final payment on \_\_\_\_\_

\* This date is 5 days before your due date to enable payments to reach your council tax account on time.

(3)

Account Name to be Debited	Account Number								
(Your Name & Address)									

Date (4)

Signed (5)

**NOTE: Please ensure that any existing standing order that this new one replaces under the above reference number is cancelled.**