

## Citizens Access - Revenues user guides

### Set up a Direct Debit

This guide shows you how to set up a regular Direct Debit to pay your Council Tax.

Click on 'View Direct Debit options', then select whether you want to set up a new Direct Debit or to amend an existing Direct Debit (to change your payment date or bank details).

## Council Tax Options

### Pay by Direct Debit

Setting up a direct debit is a quick and easy way to pay your council tax. You will need your council tax account number together with your bank account details.

- ▼ [View Direct Debit options](#)
  - [Set up a new Direct Debit](#)
  - [Amend an existing Direct Debit](#)

Add your bank details on the form, and choose the frequency of payment and payment date you'd like.

If this is a personal account you must be an account holder and be the only person required to authorise a direct debit on the account you are going to use

Yes  No

Bank/building society account number

Sort code for bank account

Name of account holder

2020/2021 frequency

Please select

2020/2021 payment date

Please select

Next

The next page will ask for your up to date contact details and your preferred method of contact.

The summary screen will confirm the details you have entered. Review the information, then agree to the declaration and click 'Submit'.

## Summary

### Your details

Name

Address

Home telephone number

Email address

### Direct Debit details

Bank/building society account number

Branch sort code

Name of account holder

Name of bank or building society

Address of bank or building society

The following name will be shown on your statement

The first payment for this year will be taken on

### Declaration