

Parish Clerk

18 December 2025

Your Direct Debit for vehicle tax has been successfully set up / renewed

Dear Parish Clerk

Vehicle registration number: **BD67NPG**

Thank you for arranging to pay the vehicle tax by Direct Debit.

Please check that the details below and your payment schedule (over the page) are correct:

[REDACTED] [REDACTED]
[REDACTED] [REDACTED]
[REDACTED] [REDACTED]

If the information is wrong, please contact your bank.

Your bank statement details will show your:

[REDACTED] [REDACTED]
[REDACTED] [REDACTED]

Important documents for you to keep:

- this schedule showing the payment amount(s) and date(s)

Cancelling your Direct Debit:

- If you cancel the Direct Debit before you make the first scheduled payment, your vehicle will not be taxed from the date the previous tax ran out (expired).
- You can cancel your single payment Direct Debit once we have taken the scheduled payment.
- If you cancel your monthly Direct Debit before we take a scheduled payment, your vehicle will not be taxed from the end of the month that we took the last successful payment.

If you tell us you have sold, scrapped, exported or made a Statutory Off Road Notification (SORN), we will cancel your Direct Debit.

When it is time to renew your vehicle tax:

- Your vehicle tax should renew automatically and we will send a new payment schedule.
- You do not need to wait for us to take the first payment before you use the vehicle on the road.

If you do not pay the agreed Direct Debit, you may get a late licensing penalty and enforcement action taken against you.

Yours sincerely

[REDACTED]

Vehicles Service Manager



INVESTORS
IN PEOPLE

Buying a vehicle?

*The tax is no longer transferable so you must tax it
before you use it.*

www.gov.uk/vehicletaxrules



Reference number:



Please make a note of this reference number for any future contact with the DVLA.

Payment Schedule

Instalment Number	Payment Date	Payment Amount
1	6 January 2026	£345.00

Total Amount Payable: 345.00

If the above instalment details are incorrect please call us on 0300 790 6802. We are open 8am to 7pm Monday to Friday and 8am to 2pm on Saturday. Otherwise, no further action is required and we'll process your Direct Debit as normal. It is your responsibility to ensure that payments are taken as scheduled above.

Your Direct Debit should automatically renew when the vehicle tax is due. Further information will be sent to you with your payment schedule.

Find more information www.gov.uk/vehicle-tax-direct-debit

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 accept instructions to pay Direct Debits
- If there are any changes to the amount, date or frequency of your Direct Debit DVLA will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request DVLA 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 DVLA 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 DVLA 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.