INSTRUCTION TO YOUR BANK/BUILDING SOCIETY TO PAY DIRECT DEBITS

Rushcliffe Borough Council

DIRECT Debit

Please complete parts 1-5 to instruct your branch to make payments direct from your account in respect of Business Rates.

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Then return the form to:- **Revenues Services, Rushcliffe Borough Council, Civic Centre, Pavilion Road, West Bridgford, Nottingham NG2 5FE**

1.Please write the name of your branch and the address
To: The Manager

……..

……..

……..

2. Name of account holder

3. Bank Account Number

4. Sort Code (if known)

		–			–		

Originator's Identification Number

9	3	0	0	8	7

NNDR Billing Number

(not an integral part of this instruction)

5. Intruction to your Bank or Building Society
Please pay **Rushcliffe Borough 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 Rushcliffe Borough Council and, if so, details will be passed electronically to my Bank or Building Society.

Signature(s) ……

……

Date ……

Banks/Building Societies may refuse to accept Instruction to pay Direct Debits from some types of account

Please indicate when you wish to pay by ticking the appropriate box below.

Monthly 1st ☐ 7th ☐ 14th ☐

Twice Yearly ☐ (7th April & 7th September)

Your Address ……

……

……

The Direct Debit Guarantee

DIRECT Debit

- 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 Rushcliffe Borough Council will notify you ten working days in advance of your account being debited or as otherwise agreed. If you request Rushcliffe Borough Council 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 Rushcliffe Borough Council 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 Rushcliffe Borough Council 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.