Instruction to your Bank or Building Society to pay by Direct Debit

Please fill in the whole form and send it to:

Business Rates
Canterbury City Council
Military Road
Canterbury, Kent CT1 1YW

Name(s) of Account Holder(s)

Bank/Building Society account number

(Last box: Giro customers only)

Bank Sort Code

Name and full postal address of your bank or Building Society

To: The Manager — Bank/Building Society

Address

Postcode

Banks and Building Societies may not accept Direct Debit Instructions on some types of account.

BUSINESS RATES ACCOUNT NUMBER (if known, or address of property)

Originator's Identification Number

6	7	8	8	5	0

This box is for Canterbury City Council's information. It is not part of the Instruction to your Bank or Building Society

Payments are collected on or immediately after the **1st** of each month. Please tick your preferred instalment plan:

10 month ☐ 12 month ☐

Email address

We will send all future Business Rates bills to the email address you have given. This service is only available to the liable ratepayer or their appointed representative. If you change your email address you must let us know straight away.

If you do not want to receive your bill by email please tick here ☐

Telephone

Instructions to your Bank/ Building Society:

Please pay Canterbury City Council Direct Debits from the account shown in this Instruction following the safeguards assured by the Direct Debit Guarantee.

I understand that this Instruction may remain with Canterbury City Council and its details may be passed electronically to my Bank/Building Society.

Signature(s)

Date

THIS GUARANTEE SHOULD BE DETACHED AND KEPT BY THE ACCOUNT HOLDER

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, Canterbury City Council will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Canterbury City 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 Canterbury City Council or your Bank or Building Society, you are guaranteed a full and immediate refund from your branch of the amount paid.
- If you receive a refund you are not entitled to, you must pay it back when Canterbury City 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.