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

**Originator's Identification Number**

| 9 | 5 | 4 | 1 | 8 | 5 |
|---|---|---|---|---|---|

Please fill in the whole form and send it to:

Business Rates
Dover District Council
White Cliffs Business Park
Dover, Kent CT16 3PJ

**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)**

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

Please tick ONE date you want to pay monthly on:

1st ☐ ☐ 10 month ☐ 12 month  5th ☐  12th ☐

19th ☐ ☐ 10 month ☐ 12 month  24th ☐  28th ☐ ☐ 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 Dover District 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 Dover District Council and its details may be passed electronically to my Bank/Building Society.

Signature(s)

Date

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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, Dover District Council will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Dover District 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 Dover District 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 Dover District 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.