DIRECT DEBIT INSTRUCTION

Business Rates

Please complete this form to pay your Business Rates by Direct Debit.

Business Rates reference

Business name and address

Would you like to pay: Monthly    Half-yearly (9th May/October)    Yearly (9th June)

If monthly, please tick your preferred payment date: 5th    9th    19th    Last day of the month

Would you like to pay over 10 or 12 months? 10 months    12 months

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

Please fill in the whole form and send it to:

Central Bedfordshire Council
Watling House
High Street North
Dunstable
Bedfordshire
LU6 1LF

Name(s) of Account Holder(s)

Name and full postal address of your Bank or Building Society

To: The Manager
Bank/Building Society
Address
Postcode

Bank/Building Society account number

Branch Sort Code

Service User Number

9 9 0 7 8 9

Reference

Signature(s)

Date

In the event that Central Bedfordshire Council is unable to make a Direct Debit payment on the agreed date, Central Bedfordshire Council will set up a Direct Debit that is to be paid on the following day.

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

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

The Guarantee can be found on the reverse of this form.