

Instruction to your Bank or Building Society to pay Non Domestic Rates by Direct Debit

Please fill in the whole form, and post to our address:
Non Domestic Rates Section, PO Box 216, Dundee, DD1 3YJ

1 Name and full postal address of your Bank or Building Society

To: The Manager/Bank/B.S. _____

 Address _____
 _____ Postcode _____

2 Name(s) of account holder(s)

3 Branch sort code

- -

4 Bank of Building Society account number

5 Rates Reference Number

(copy from your bill)

6 Customer Telephone Number

7 Instruction to your Bank or Building Society

Please pay Dundee City 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 Dundee City Council and, if so, details will be passed electronically to my Bank/Building Society.

Signatures of Account Holders

Signature(s) _____

 Address _____

 Date _____

Originator's Identification Number

8 Please pick preferred payment date

May to February 3rd 15th 24th

April to March 15th 24th

Banks and Building Societies may not accept Direct Debit instructions for some types of accounts

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, Dundee City Council will notify you ten working days in advance of your account being debited or as otherwise agreed. If you request Dundee 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 Dundee City 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 Dundee 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.