

# 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 6787, Dundee, DD1 3YN

## 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 or Building Society account number

## 5 Account 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

3rd  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.