



Exchequer Division, City Treasury
 Civic Centre, Plymouth, PL1 2AA
 Tel: 01752 - 304520
 Office Hours: Monday - Thursday 8:45am - 4.30pm
 Friday 8:45am - 4.00pm

Date: __/__/____

Payment Reference: _____

BUSINESS RATES - PAYMENT BY DIRECT DEBIT

Please add your Bank details and signature then **return this form to my office**. An account detailing the amounts and dates of payments will be forwarded in due course. **Please note:** Payments by Direct Debit can only be made on the **1st** of every month

The Direct Debit Guarantee

- This guarantee is offered by all Banks and Building Societies that take part in the Direct Debit Scheme. The efficiency and security of the Scheme is monitored and protected by your own Bank or Building Society.
- If the amount to be paid or the payment dates change Plymouth City Council will notify you 10 working days in advance of your account being debited, or as otherwise agreed.
- If an error is made by Plymouth City Council or your Bank or Building Society, you are guaranteed a full and immediate refund from your branch of the amount paid.
- You can cancel a Direct Debit at any time by writing to your Bank or Building Society. Please also send a copy of your letter to us.



Instruction to your Bank / Building Society to pay Direct Debits.



Please complete and return to **Plymouth City Council, Finance Dept, Civic Centre, Plymouth PL1 2AA**

1. Please write the full postal address of your Bank/Building Society branch in the box below

To the Manager

Bank/Building Society

Address

Postcode

6. Payment Reference

Your instructions to the Bank/Building Society, and signature(s)

7. Please pay Plymouth City Council Direct Debits from the account detailed on this instruction, subject to the safeguards assured by the Direct Debit Guarantee (see above). I understand that this instruction may remain with Plymouth City Council and, if so, details will be passed electronically to my Bank/Building Society.

Signature: _____

Date: _____

2. Name of account holder

3. Account Number

4. Sort code

5. Originator's identification Number 9 5 8 7 7 5

Banks/Building Societies may refuse to accept instructions to pay direct debits from some types of account.