



<b>Bath &amp; North East Somerset Council</b>		<b>Instruction to your Bank or Building Society to pay by Direct Debit</b>					
<p>Please fill in the whole form and check your details are correct.          Make sure you have read and understood the Direct Debit Guarantee.          Please return your form to Customer Services, Bath &amp; North East Somerset Council.          Post: Lewis House, Manvers Street, Bath, BA1 1JG          Email: businessrates@bathnes.gov.uk</p>							
<b>Business Rates Account Number</b>							
<b>Name(s) of Account Holders</b>							
<b>Bank / Building Society Account Number</b>							
<b>Branch Sort Code</b>						-	
<b>Select your preferred payment date:</b>				1 <sup>st</sup> <input type="checkbox"/>	15 <sup>th</sup> <input type="checkbox"/>		
<b>Select your preferred number of instalments for your next annual bill:</b>				10 <input type="checkbox"/>	12 <input type="checkbox"/>		
<b>Originator's Identification Number</b>				For Bath & North East Somerset Council office use only. This is not part of the instruction to your Bank or Building Society.			
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<b>Instruction to your Bank or Building Society</b> Please pay Bath & North East Somerset Council Direct Debits from the account detailed on the instruction, subject to the safeguards assured by the Direct Debit Guarantee. I understand that this instruction may remain within Bath & North East Somerset Council and if so, details will be passed electronically to my Bank or Building Society.							
<b>Signature</b>							
<b>Your full name</b>							
<b>Date</b>							
<b>Telephone number</b>							
<b>Email address</b>							
Banks and Building Societies may not accept Direct Debit instructions from some types of account.							

----- Detach here -----

<b>The Direct Debit Guarantee</b> 	
<ul style="list-style-type: none"> <li>This Guarantee is offered by all Banks and Building Societies that accept instructions to pay Direct Debits.</li> <li>If there are any changes to the amount, date or frequency of your Direct Debit, Bath &amp; North East Somerset Council will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Bath &amp; North East Somerset Council to collect a payment, confirmation of the amount and date will be given to you at the time of the request.</li> <li>If an error is made in the payment of your Direct Debit, by Bath &amp; North East Somerset 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 Bath &amp; North East Somerset Council asks you to.</li> <li>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.</li> </ul>	