



# **Non Domestic Rates (Business Rates) Direct Debits**

## We are convinced that you will find **DIRECT DEBITS** the easiest and most convenient way to pay your Business Rates.

There are several advantages, such as:

- Convenience — no trips to the Bank/Building Society.
- Simplicity — less paper work, easy to manage.
- No need to renew once in place.
- Time to query and stop payment if not satisfied.

Along with all the advantages the Council gives a **GUARANTEE** that you can obtain an immediate refund from your Bank/Building Society should a payment ever be made which breaks the terms of your instruction.

### You may pay:

- Monthly until January. Payments will be taken on the 5th, 15th or 30th of each month. Please tick your preferred payment date.

Why not call and set up your Direct Debit over the telephone: 01773 841444

## 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 Amber Valley Borough Council will notify you 14 working days in advance of your account being debited or as otherwise agreed. If you request Amber Valley Borough 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 Amber Valley Borough 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 Amber Valley Borough 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 Amber Valley Borough Council.



**Instructions to your Bank or Building Society to pay Direct Debits**

Please fill in the whole form and send it to:

Amber Valley Borough Council, PO Box 1, Town Hall, Ripley DE5 3BT.

Originators Identification Number

9 7 1 3 6 1



**DIRECT Debit**

1. To: The Manager \_\_\_\_\_ Bank or Building Society \_\_\_\_\_

Address \_\_\_\_\_

Postcode \_\_\_\_\_

2. Name (s) of account holder (s) \_\_\_\_\_

3. Bank or Building Society account number \_\_\_\_\_

4. Branch Sort Code (from the top right hand corner of your cheque) \_\_\_\_\_

5. Non Domestic Rate reference number \_\_\_\_\_

6. Please tick your preferred payment date

5th  15th  30th

7. Instructions to your Bank or Building Society. Please pay Amber Valley Borough Council Direct Debits from the account detailed on this instruction subject to the safeguard assured by The Direct Debit Guarantee.

Signature(s) \_\_\_\_\_

Date \_\_\_\_\_

Banks & Building Societies may not accept Direct Debit instructions from some types of account



Please complete and return to:

Amber Valley Borough Council  
Business Rates Section

PO BOX 1  
Town Hall  
Ripley  
Derbyshire  
DE5 3BT