



Instruction to your bank or building society to pay by Direct Debit



Service user number

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North Norfolk District Council
FREEPOST NC22398
P O Box 2, Holt Road, Cromer, Norfolk
NR27 9EN

If you require assistance, please call our helpline on 01263 516110.

Please complete the whole form using a ball point pen and send it to the above address.

Name(s) of account holder(s)

Bank / Building Society account number

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Branch sort code

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Name and address of your bank or building society

To the manager	Bank / Building Society

Address	

Post code	

Reference number

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This section must be completed by the customer and is for NNDC's use only. It is not part of the instruction to your bank or building society.

NON DOMESTIC (BUSINESS) RATES

Payment will be made on the 1st, 10th, or 20th (or just after). Please tick the payment frequency and date of your choice.

	1st	10th	20th
YEARLY	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
HALF YEARLY	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MONTHLY APR-JAN	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Name of payer and address of property

Address of property if different from above

Contact telephone: _____

Instruction to your bank or building society

Please pay North Norfolk District 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 North Norfolk District Council and, if so, details will be passed electronically to my bank/building society.

Signature (s)

Date

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

This guarantee should be detached and retained by the payer

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, North Norfolk District Council will notify you at least 10 working days in advance of your account being debited or as otherwise agreed. If you request North Norfolk District 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 North Norfolk District 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 North Norfolk District 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.