

**Instruction to your Bank or
Building Society to pay by Direct Debit**



Please complete parts A & B, retain the Guarantee at the foot of the form and send the form to the address overleaf.

PART A

Name and full postal address of your Bank or Building Society.

To: The Manager	Bank/Building Society
Address	

Name(s) of Account Holder(s)

Bank/Building Society Account Number

--	--	--	--	--	--	--	--

Branch Sort Code

--	--	--	--	--	--

Originator's Identification Number

9	4	1	3	0	0
---	---	---	---	---	---

Reference Number

--	--	--	--	--	--	--	--

Instructions to your Bank or Building Society

Please pay Southend-on-Sea B.C. 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 Southend-on-Sea B.C. 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

.....

PART B Your Name and Address

I wish to pay my Non-Domestic Rates (please select which date and the number of instalments you wish to pay by)

Collection Day: 1st 10th 20th 25th

 10 instalments 12 instalments

 April, July, October, January (quarterly)

 April, October (half yearly)

 April in full (annually)

Signature

After completion Part B should be detached by the Bank Branch and returned to the originator (see over)

.....

FOR OFFICE USE ONLY

<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 12.5%; height: 25px;"> </td> <td style="width: 12.5%;"> </td> <td style="width: 12.5%;"> </td> <td style="width: 12.5%;"> </td> <td style="width: 12.5%;"> </td> <td style="width: 12.5%;"> </td> </tr> </table> <p style="text-align: center;">Reference</p>							<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; height: 25px;"> </td> <td style="width: 50%;"> </td> </tr> </table> <p style="text-align: center;">Input</p>			<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; height: 25px;"> </td> <td style="width: 50%;"> </td> </tr> </table> <p style="text-align: center;">Date</p>		

FOR BANK USE ONLY

Branch Title

Sort Code

ACCOUNT NUMBER

(Maximum 18 characters)

Direct Debits under the reference number quoted should be made out as above.

FOR BANK

MANAGER DATE

This guarantee should be retained by the Payer

**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 amounts to be paid or the payment dates change, Southend-on-Sea Borough Council will notify you 10 working days in advance of your account being debited, or as otherwise agreed.
- If an error is made by Southend-on-Sea Borough 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.

Make it easy

Direct Debiting

The simplest way
To pay your

NON-DOMESTIC RATES ACCOUNT

Southend-on-Sea Borough Council
Finance and Resources Service
Civic Centre
Victoria Avenue
Southend-on-Sea
Essex SS2 6ER

Southend-on-Sea Borough Council
Finance and Resources Service
Civic Centre
Victoria Avenue
Southend-on-Sea
Essex SS2 6ER

WHAT IS DIRECT DEBITTING?

It is one of the easiest ways of making payments. As with a Standing Order you give your bank written instruction to meet payments as they fall due; but in this method the Council presents the payments and the Bank or Building Society deducts them from your account.

WHAT ARE ITS ADVANTAGES?

- No more form filling or writing out cheques.
- It is the simplest way of paying and no more remembering is necessary.
- You will be notified of any change in your Non-Domestic Rates payment but will not have to issue fresh instructions to your bank.
- It is the modern way to pay, reducing time and trouble for you and handling costs for us.

This will help to keep charges down.

WHAT SHOULD YOU DO?

1. You must have a current bank account (banks may refuse to accept instructions to pay Direct Debits from certain types of accounts).
2. Complete the Direct Debit instructions overleaf authorising debits to be made (all the bank details appear on your cheque). Remember to sign both parts of the form.
3. **Send the form to the Council** for the account to be debited in accordance with your instructions.

No further action is required on your part and you will be advised when payments will commence.