

Instruction to your Bank or Building Society to pay Non-Domestic Rates by Direct Debit



Revenue Services

Please fill in the whole form and send it to:

Service User Number

956711

Lancaster City Council Revenue Services	Non-Domestic Rate Account Ref:
P O Box 4	
Town Hall	
Lancaster	
LA1 1QR	
Name(s) of account holder(s)	Instruction to your Bank or Building Society
	Please pay LANCASTER CITY Council Direct Debits from the account detailed on this Instruction, subject to the safeguards assured by The Direct Debit Guarantee.
Branch Sort Code (from the top right hand corner of your cheque)	Bank or Building Society account number
Signature:	Name and full postal address of your Bank or Building Society:
Date:	
Banks and Building Societies may not accept Direct Debit Instructions for some types of account.	
Please tick one of the boxes below for your preferred payment method.	
Payments are on the 1 st of the month, or next working day.	
Monthly Twice Yearly (April & Septe	
The Direct Debit Coverentes	

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 Lancaster City Council will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Lancaster City 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 Lancaster City 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 Lancaster City 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.