

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

Service user number

0



Please fill in the whole form and send it to:	This box is for Canterbury City Council's information.
Business Rates	This is not part of the instruction to your bank or building society
Canterbury City Council	BUSINESS RATES ACCOUNT NUMBER (if known, or
PO Box 2033	address of property)
Pershore, WR10 9ED	
Name(s) of account holder(s)	
	Payments are collected on or immediately after the <b>1</b> <sup>st</sup> of each month. Please tick your preferred instalment plan:
	10 month 12 month
Bank/building society account number	Email address
Name and full postal address of your bank or building society	you have given. This service is only available to the liable ratepayer or their appointed representative. If you change your email address you must let us know straight away.  If you do not want to receive your bill by email please tick here
To: The Manager bank/building society	Instruction to your bank or building society
Address  Postcode	Instruction to your bank or building society: Please pay Canterbury City 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 Canterbury City Council and, if so, its details will be passed electronically to my bank or building society.
Reference	Signature(s)
	Date
Banks and building societies may not accept Direct Debit Instructions for some types of account.	

## The Direct Debit Guarantee

This Guarantee should be detached and retained by the payer.

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