



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

Service User Number (SUN)

9	9	1	4	1	2
---	---	---	---	---	---

Please complete using a ball point pen, sign, and return it to :
(no stamp required)

**Direct Debit, Broxtowe Borough Council
Council Offices, Beeston,
Nottingham
NG9 1AB**

Business Rates Reference

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

Name(s) of Account Holder(s)

Bank / Building Society account number

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

Branch Sort Code

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

Name and full address of your Bank or Building Society To: The Manager

Bank / Building Society

Address

Postcode

Instructions to your Bank or Building Society

Please pay **Broxtowe Borough Council** Direct Debits from the account detailed in this Instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that the Instruction may remain with Broxtowe Borough Council and, if so, details will be passed electronically to my Bank/Building Society.

Signature(s)

Date

Please state address of business property in Broxtowe:

Please tick

15th

This section about your address and choice of date is not part of the instruction to your Bank or Building Society

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



Detach the instruction here and retain the Guarantee

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, Broxtowe Borough Council will notify you at least 10 working days in advance of your account being debited or as otherwise agreed. If you request Broxtowe 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 Broxtowe 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 Broxtowe Borough Council asks you to.
- You can cancel a Direct Debit at any time by writing to your Bank or Building Society. Please also notify us.