



Instruction to your bank or building society to pay Direct Debit

Please send this form to the Business Rates Section and not your bank. Fill in the whole form parts 1 to 7 using a ball point pen and send it to: Business Rates Section, Islington Council, PO Box 34750, London N7 9WF

Service user number:

1. Name and full postal address of your bank or building society:

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|----------------|-----------------------|
| To the Manager | Bank/building society |
| | |
| | |
| | |
| Postcode | <input type="text"/> |

2. Rate reference number as shown on your business rates bill:

| | | | | | | | |
|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|

3. Name(s) of the account holder(s):

4. The Bank/building society account number:

| | | | | | | | |
|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|

5. The Branch Sort Code:

| | | | | | |
|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|

6. Instruction to your Bank or Building Society:

Please pay Islington 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 Islington Council and, if so, details will be passed electronically to my bank or building society.

For council's official use only. This is not part of the instruction to your Bank or Building Society.

7. Preferred monthly instalment date: 1st or 15th Please tick.

Signature(s)

Legal name of Ratepayer (please print)

Date:

Banks/building societies may not accept instructions to pay Direct Debits from some type of accounts

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Please detach and keep the Guarantee for your own records:



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