



Non-Domestic Rates

Please fill in the whole form using blue or black ink



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

Name and full postal address of your Bank or Building Society

To: The Manager	Bank/Building Society

Address	

Postcode	

Originator's Identification Number

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Branch sort code

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Bank/Building Society account number

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Name(s) of Account Holder(s)

This is not part of the instruction to your Bank or Building Society

Payer Details:

Name: -----

Address: -----

Property Address:

Please send the completed form to:

Revenues Division Stevenage Borough Council P.O. Box 65 Stevenage Herts SG1 1DQ
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Instructions to your Bank or Building Society

Please pay Stevenage Borough 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 Stevenage Borough Council and, if so, details will be passed electronically to my Bank/Building Society.

Non-domestic Rates Reference Number

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Signatures

Date

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

This guarantee should be detached and 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 Stevenage Borough Council will notify you 14 days in advance of your account being debited or as otherwise agreed.

If an error is made by Stevenage Borough Council or your Bank or Building Society, you are guaranteed a full and immediate refund from your branch of the amount made.

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.