



# Paying Non-Domestic Rates by direct debit

Warwick District Council  
Town Hall, Parade  
Royal Leamington Spa  
CV32 4AT



Address of your business premises:

To take advantage of paying by Direct Debit, please complete the instruction and return it to us, **NOT** to your Bank or Building Society. Payments will be collected on the 1<sup>st</sup>, 5<sup>th</sup>, 10<sup>th</sup>, 15<sup>th</sup>, 20<sup>th</sup> or 25<sup>th</sup> of each month, normally April to the following January, so please indicate below which date you require. If no date is ticked, payments will be requested on the 5<sup>th</sup> of each month.

**1<sup>st</sup>                      5<sup>th</sup>                      10<sup>th</sup>                      15<sup>th</sup>                      20<sup>th</sup>                      25<sup>th</sup>**

Telephone number..... E-mail address.....

### **Instruction to your Bank or Building Society to pay Direct Debit**

Please complete parts 1 to 4, sign and send the form back to the address above.

Service user number **940447**

1. Name and address of Bank or Building Society

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

2. Name of account holder(s)

3. Sort code

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


4. Account number

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

Signature(s).....

Note: Banks or Building Societies may refuse to accept instructions to pay by Direct Debit from certain 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 accept instructions to pay Direct Debits.
- If there are any changes to the amount, date or frequency of your Direct Debit WARWICK DISTRICT COUNCIL will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request WARWICK DISTRICT 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 WARWICK DISTRICT COUNCIL or you 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 WARWICK DISTRICT COUNCIL asks you to.
- You can cancel a Direct Debit at any time by writing to your Bank or Building Society. Written confirmation may be required. Please also notify us.