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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | | | | | Instruction to your  Bank or Building Society to pay Direct Debits | | | | | | | Originators  Identification  Number | | | | | | | | |
|  | | | | | | | | | | | |  | **9** | **4** | **1** | | **2** | **9** | **4** |  |
| **Please fill in the whole form and send it to:**  Rating Section, Crawley Borough Council, PO Box 593, Crawley RH10 1WQ | | | | | | | | | | | | | | | | | | | | |
| **Name and full postal address of your Bank or Building Society Branch:** | | | | | | | | | | | | | | | | | | | | |
| The default number of instalments in a whole financial year is ten. However you can chose to pay by 12 instalments in a whole year | | | | | | | | **Please tick your preferred number of instalments**  *(If no selection is made, default will be 10)* | | | 10 instalments | | | | |  | | | | |
| 12 instalments | | | | |  | | | | |
| **Name(s) of account holder(s)** | | | | | | | | | | **Crawley Borough Council Reference No:** | | | | | | | | | | |
|  | | | | | | | | | |  | | | | | | | | | | |
| **Branch sort code**  (from the top right hand corner of your cheque) | | | | | | | | | | Instruction to your Bank or Building Society.  Please pay Crawley Borough Council Direct Debits from the account detailed on this instruction subject to the safeguards assured by The Direct Debit Guarantee. | | | | | | | | | | |
|  |  | **-** |  |  | | **-** |  | |  | I understand that this instruction may remain with Crawley Borough Council, and if so, details will be passed electronically to my bank/building society. | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | |
| **Bank or Building Society**  **Account No:** | | | | | | | | | | **Signature(s)** | | | | | | | | | | |
|  |  |  |  |  | |  |  | |  | **Date** | | | | | | | | | | |
| **Banks and Building Societies may not accept Direct Debit**  **Instructions for some types of accounts** | | | | | | | | | | | | | | | | | | | | |
| ***Ratepayer name & address:***  [addressee.fullname][addressee.fulladdress] | | | | | | | | | | | | | | | | | | | | |



**F**our **G**ood **R**easons **T**o **C**onsider

**P**aying **Y**our **N**ational **N**on**-D**omestic **R**ates **B**y **D**irect **D**ebit

|  |  |  |
| --- | --- | --- |
| **You will have peace of mind** | Direct Debit is the easiest, most convenient way to pay and it’s guaranteed. | |
|  |  | |
| **It is the easiest**  **way to pay** | There is no need to remember when your Rates are due to be paid and any changes to payment dates or amounts will be notified to you in advance. This will save you the trouble of writing out and sending off cheques, or having to queue to pay your bills at the Town Hall.  **Payments will be requested on the 1st working day of each month**. | |
|  |  | |
| **You will always be in control** | You will always know in advance **how much** will be debited from your bank account **and when**. No money will be collected unless you have authorised it. Your regular Bank or Building Society statement will clearly show each payment that has been debited from your account. | |
|  |  | |
|  | **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 Crawley Borough Council will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Crawley 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 Crawley 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 Crawley Borough 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. |

**PLEASE RETAIN A COPY FOR YOUR INFORMATION**