

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



Please fill in the whole form and send it to: Leicester City Council, FREEPOST RTRE-HTRJ-CSSJ, Revenues & Customer Support, York House, 91 Granby Street, Leicester, LE1 6FB.

<p>Name and full postal address of your Bank/Building Society:</p> <p>To The Manager:</p> <p>Bank/Building Society:</p> <p>Address:</p> <p>Postcode:</p> <p>Name(s) of account holders:</p> <p>_____</p> <p>Bank/building society account number:</p> <p>_____</p> <p>Branch sort code:</p> <p>_____</p> <p>Originator's Identification Number:</p> <p>9 3 0 7 8 3</p> <p>Business Rates Account Number</p> <p>ActRef</p> <p>_____</p> <p>Banks and Building Societies may not accept Direct Debit instructions for some types of account.</p>	<p>Instructions to your bank or building society:</p> <p>Please pay Leicester City Council Direct Debits from the account detailed in this instruction subject to the safeguards assured by the Direct Debit guarantee.</p> <p>I understand that this instruction may remain with Leicester City Council and if so, details will be passed electronically to my Bank/Building society.</p> <p>Signature:.....</p> <p>Date:.....</p> <p>Tel. number (optional):.....</p> <p>This is not part of the instruction to your bank or Building Society.</p> <p>Direct Debits date:</p> <p><input type="checkbox"/> 1st Monthly <input type="checkbox"/> 10th Monthly</p> <p><input type="checkbox"/> 20th Monthly <input type="checkbox"/> 28th Monthly</p> <p>Instalments over a full financial year (pro-rata)</p> <p><input type="checkbox"/> 10 Instalments <input type="checkbox"/> 12 Instalments</p> <p>Please note the actual number of instalments will depend on the number of months remaining in the financial year.</p> <p>E-billing: Your Business Rates bill can be sent in PDF format to the Email address you provide below. By opting for e-billing, all liable parties agree to this method of delivery</p> <p>If you wish to use e-billing please tick this box: <input type="checkbox"/></p> <p>Email address:.....</p>
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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, Leicester City Council will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Leicester City 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 Leicester City 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 Leicester City 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.