



## Instruction to your bank or building society to pay by Direct Debit

Please fill in the whole form and send it to: Revenues & Benefits, Brighton & Hove City Council, PO Box 2929, Brighton, BN1 1PS.

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

To: The Manager	Bank/building society
Address	
Postcode	

**Name(s) of account holder(s)**


**Bank/building society account number**

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**Branch sort code**

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**Business Rates (NNDR) reference number (Your 8-digit number)**

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**Service user number**

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**Instruction to your bank or building society**

Please pay Brighton & Hove City 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 Brighton & Hove City Council, if so, details will be passed electronically to my bank/building society.

Signature(s)
Date

Banks and building societies may not accept Direct Debit Instructions for some types of account

This is not part of the Instruction to your bank or building society and will be detached by Brighton & Hove City Council before submission to the paying bank.

Company/Person named on the Business Rates bill	Please select your preferred monthly payment date (tick one box only) <table border="1"><tr><td>1st</td><td></td><td>15th</td><td></td></tr></table>	1st		15th	
1st		15th			
Your name (if different to the above)	Address Business Rates (NNDR) charge applies to				
Telephone number(s)	Your correspondence address (if different to the above)				
Email address					

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 Brighton & Hove City Council will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Brighton & Hove 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 Brighton & Hove 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 Brighton & Hove 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.