

Instruction to your Bank or Building Society to pay Direct Debit



Originators Identification Number

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Please fill in the whole form and send it to:

Revenues & Benefits Services, Folkestone & Hythe District Council,
Civic Centre, Castle Hill Avenue, Folkestone, Kent, CT20 2QY.

For Folkestone & Hythe District Council Official Use Only
This is not part of the instruction to your Bank or Building Society

Please tick the box showing your choice of payment date.

1st day of the month
 8th day of the month
 16th day of the month
 26th day of the month

Name and full postal address of your Bank or Building Society

To: The Manager

Postcode

Name(s) of account holder(s)

Instruction to your Bank or Building Society

Please pay Folkestone & Hythe 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 instruction may remain with Folkestone & Hythe District Council and, if so, details will be passed electronically to my Bank/Building Society.

Bank/Building Society account number

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Branch sort code

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Signature(s)

Date

Reference Number

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

Please detach and retain

THE DIRECT DEBIT GUARANTEE



This Guarantee is offered by all Bank 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 and Building Society.

If the amounts to be paid or the payment dates change, Folkestone & Hythe District Council will notify you 10 working days in advance of your account being debited or as otherwise agreed.

If an error is made by Folkestone & Hythe District Council or your Bank/Building Society, you are guaranteed a full and immediate refund from your branch of the amount paid.

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.

make it easy

DIRECT DEBIT

The easy way to pay your Business Rates

WHAT TO DO!

You can set up your Direct Debit Now

If you have your bank details including the account name, account number and branch sort code we may be able to set up the Direct Debit over the phone. This will save you time and avoid any further delays in setting up your Direct Debit. To set your Direct Debit up over the phone please call (01303) 853223.

or

If you are unable to call us you may complete the instruction form overleaf and return it to us straight away. You can pay your Business Rates by Direct Debit on the 1st, 8th, 16th or 26th day of the month. Just indicate your preference in the box provided on the form. (Please note - if you do not indicate a preferred date, the instalments will be claimed on the 1st day of the month).

DON'T DELAY RETURN IT TODAY!

Corporate Debt
Folkestone & Hythe District Council
Civic Centre
Castle Hill Avenue
Folkestone, Kent
CT20 2QY

HOW DOES IT WORK?

- You give one simple instruction to your Bank/Building Society and you need to do nothing more.
- The appropriate amount is automatically transferred from your account to ours on the date you have chosen.
- The Council lets you know payment dates and amounts in advance, automatically amending your payments if the amount you have to pay changes.
- You can cancel the arrangement at any time and pay by a different means.

The easy way to pay your Business Rates

- It saves you time and effort
- No queuing to pay
- No cheques to write or letters to post
- It is simpler than paying by any other method
- It saves the council money
- If you pay bank charges Direct Debits are cheaper than other transactions
- You have a money back guarantee
- Control rests with you and your Bank/Building Society Manager