



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

Please fill in the whole form including official use box using a ball point pen and send it to:

Fylde Borough Council
Town Hall
Lytham St Annes
Lancashire
FY8 1LW

Originators Identification number

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Name(s) of Account Holder(s)

Bank/Building Society account number

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Branch Sort Code

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Name and full postal address of your Bank or Building Society

Bank/Building Society _____
Address _____

Postcode: _____

Reference/RatesNumber

FOR F.B.C OFFICIAL USE ONLY
This is not part of the instruction to your Bank or Building Society.

My Address is:

Postcode

Instruction to your Bank or Building Society

Please pay Fylde Borough 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 Fylde Borough Council and, 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 guarantee should be detached and retained by the Payer

The Direct Debit Guarantee



- This Guarantee is offered by all Banks 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 or Building Society.
- If the amounts to be paid or the payment dates change, Fylde Borough Council will notify you at least 10 working days in advance of your account being debited or as otherwise agreed.
- If an error is made by Fylde Borough Council or your Bank or 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.



Our Ref: NNDR / DD
Your Ref:
Please Ask For: Non-Domestic Rates

Telephone: 01253 658658
Email: rates@fylde.gov.uk
Date: As Postmark

Dear Ratepayer,

NATIONAL NON-DOMESTIC RATES PAYMENTS MADE SAFE AND EASY

Many people have decided that **Direct Debit** is the way to pay Non-Domestic Rates to Fylde Borough Council and I would like to recommend this method to you. I am writing to you now because switching to **Direct Debit** will save you considerable time and effort.

With **Direct Debit**, there are no cheques to write, no monthly paper work or postage, as well as no queuing because payments are made for you by your Bank or Building Society, but only in accordance with your instructions. Unlike a Standing Order there is no need to give your Bank or Building Society new instructions each year.

Only Direct Debit gives you a guarantee.

With **Direct Debit**, you are guaranteed an immediate refund in the unlikely event of an error ever occurring.

You are free to cancel at any time, and you will be advised at least 14 days in advance of any changes to either the amounts or payment dates, giving you total control.

Direct Debit keeps costs under control.

Direct Debit is cheaper for the Council to administer, both bank charges and processing costs are less for **Direct Debit** than cash or cheque payments. They are even cheaper than Standing Order payments. Paying by **Direct Debit** helps us to keep costs under control.

How do I change to Direct Debit?

Simply complete the **Direct Debit** instruction overleaf and return it to me as soon as possible. I will then send an amended Non-Domestic Rates bill showing the amounts to be collected on the 1st of each month.

Yours sincerely,

Marie McRoberts
Assistant Treasurer