



Inverclyde Council
P O Box 9467
Greenock
PA15 1JD
e-mail: rates@inverclyde.gov.uk
Tel. No. 01475 712270

Direct Debit Instruction: Non Domestic Rates

Please fill in the details below and return the form to us. The guarantee is for you to keep.

Instruction to your Bank or Building Society to pay by Direct Debit																																				
<div style="text-align: right; margin-bottom: 10px;">Originators I.D. Number <table border="1" style="display: inline-table; border-collapse: collapse;"><tr><td style="width: 20px; text-align: center;">8</td><td style="width: 20px; text-align: center;">0</td><td style="width: 20px; text-align: center;">2</td><td style="width: 20px; text-align: center;">8</td><td style="width: 20px; text-align: center;">3</td><td style="width: 20px; text-align: center;">2</td></tr></table></div> <div>Name and full postal address of your Bank or Building Society branch</div> <table border="1" style="width: 100%; border-collapse: collapse;"><tr><td style="width: 40%; padding: 5px;">To: The Manager</td><td style="width: 60%;"></td></tr><tr><td></td><td style="text-align: right; padding: 5px;">Bank or Building Society</td></tr><tr><td style="padding: 5px;">Address</td><td></td></tr><tr><td style="height: 20px;"></td><td></td></tr><tr><td style="height: 20px;"></td><td></td></tr></table> <div style="display: flex; justify-content: space-between; margin-top: 10px;"><div style="width: 45%;">Name(s) of account holder(s) <div style="border: 1px solid black; height: 30px; margin-top: 5px;"></div></div><div style="width: 50%;">Company Name & Address: <div style="border: 1px solid black; height: 80px; margin-top: 5px;"></div></div></div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"><div style="width: 45%;">Branch sort code <small>(from the top right hand corner of your cheque)</small> <table border="1" style="display: inline-table; border-collapse: collapse;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table> - <table border="1" style="display: inline-table; border-collapse: collapse;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table> - <table border="1" style="display: inline-table; border-collapse: collapse;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table></div><div style="width: 50%;">Instruction to your Bank or Building Society. Please pay Inverclyde Council Direct Debits from the account detailed in this Instruction subject to the safeguards assured by the Direct Debit Guarantee.</div></div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"><div style="width: 45%;">Bank or Building Society account number <table border="1" style="display: inline-table; border-collapse: collapse;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table></div><div style="width: 50%;">Signature(s) <div style="border: 1px solid black; height: 20px; margin-top: 5px;"></div><div style="border: 1px solid black; height: 20px; margin-top: 5px;"></div>Date <div style="border: 1px solid black; height: 20px; margin-top: 5px;"></div></div></div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"><div style="width: 45%;">Rates <div style="border: 1px solid black; height: 20px; margin-top: 5px;"></div>Payment Reference <small>(from your bill)</small> <div style="border: 1px solid black; height: 20px; margin-top: 5px;"></div></div><div style="width: 50%;"></div></div>		8	0	2	8	3	2	To: The Manager			Bank or Building Society	Address																							<small>Banks and Building Societies may not accept Direct Debit Instructions for some types of account</small>	
8	0	2	8	3	2																															
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Please keep this section for your information

The Direct Debit Guarantee

- This Guarantee is offered by all Banks and Building Societies that accept instructions to pay Direct Debits.
- If there are changes to the amount, date or frequency of your Direct Debit Inverclyde Council will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Inverclyde Council to collect a payment, confirmation of the amount and date will be given to you at the time of your request.
- If an error is made in the payment of your Direct Debit by Inverclyde 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 Inverclyde 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.

