



**Nottingham  
City Council**

**Instruction to your  
Bank or Building Society  
to pay Direct Debits**



Originators Identification Number

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**BUSINESS RATES**

Please fill in areas 1-8 using a ball point pen and send to:

NOTTINGHAM CITY COUNCIL  
ADMAIL 4270  
NOTTINGHAM  
NG1 9YZ

**1** Name(s) of Account Holders


**2** Bank/Building Society Account Number

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**3** Branch Sort Code

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**4** Name and full postal address of your Bank or Building Society

To: The manager	Bank/Building Society
Address	
Post Code	

**5** Reference Number (Business Rates Account Number)

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This information is to be provided for the benefit of Nottingham City Council and is not part of the instruction to your Bank or Building Society.

**6** Please circle your preferred monthly payment date

1st	8th	15th	22nd	28th
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**7** Your Name(s) and Address

Your Name(s)
Address
Post Code

**Instruction to your Bank or Building Society.**

Please pay Nottingham City Council Direct Debit 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 Nottingham City Council and if so, details will be passed electronically to my Bank/ Building Society.

**8**

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 accept instructions to pay Direct Debits.
- If there any changes to the amount, date or frequency of your Direct Debit, Nottingham City Council will notify you ten working days in advance of your account being debited or as otherwise agreed. If you request Nottingham 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 Nottingham 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 Nottingham 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.