



PAY BUSINESS RATES THE EASY WAY - BY DIRECT DEBIT

Have you considered paying your Business Rates by Direct Debit? Time you have to spend writing cheques, completing paperwork and queuing to pay is time you can save.

HOW?

Simply by indicating the preferred payment frequency, completing the instruction below and returning this form to Carlisle City Council in the pre-paid envelope provided.

Make it easy - DIRECT DEBIT your Council Tax.

Please tick your preference in the appropriate box.

- | | | |
|----|---|--------------------------|
| 1. | I wish to pay by ten monthly payments from 1st April to 1st January each year | <input type="checkbox"/> |
| 2. | I wish to pay yearly on 1st April each year | <input type="checkbox"/> |
| 3. | I wish to pay half yearly on 1st April and 1st October each year | <input type="checkbox"/> |
| 4. | I wish to pay quarterly on the 1st April, 1st July, 1st October and 1st January each year | <input type="checkbox"/> |

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 Carlisle City Council will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Carlisle City Council to collect a payment, confirmation of the amount and date will be given to you at the time of request.

If an error is made in the payment of your Direct Debit by Carlisle 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 Carlisle 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.

CITY OF CARLISLE - BUSINESS RATES

Civic Centre • Carlisle • CA3 8QG

Instruction to your Bank/Building Society to pay Direct Debits.

Please complete parts 1-5 to instruct your branch to make payments directly from your account.

Then return this form to: **CARLISLE CITY COUNCIL, BUSINESS RATES SECTION, CIVIC CENTRE, CARLISLE CA3 8QG**

1 Please write the full postal address of your branch in the box below

To: The Manager _____
 _____ Bank/Building Society
 Address _____
 _____ Postcode _____

Originator's Identification Number **9 8 2 8 7 0**

Carlisle City Account No. _____

2 Name of account holder(s) _____

3 Account number _____

4 Sort Code (if known) _____

5 Your instruction to the Bank/Building Society and signature(s)

- I/We instruct you to pay Direct Debits from my/our account at the request of Carlisle City Council
- The amounts are variable and may be debited on various dates.
- I/We understand that Carlisle City Council may change the amounts and dates only after giving me/us prior notice.
- I/We will inform the Bank/Building Society in writing if I/We wish to cancel this instruction.
- I/We understand that if any Direct Debit is paid which breaks the terms of this instruction, the Bank/Building Society will make a refund.

Signature(s) _____
 _____ Date _____

Banks/Building Societies may refuse to accept instructions to pay Direct Debits from some types of account.

PLEASE PRINT YOUR NAME AND ADDRESS BELOW

