

Name and Address



Rates Account No.

Translation

Contact our ACCESS Line on 08452 777778 if you want this leaflet translated into Chinese, Urdu, Hindi, Punjabi or Gaelic or in large print, audio or Braille.

Dear Ratepayer

THE BETTER WAY TO PAY YOUR RATES – BY MONTHLY DIRECT DEBIT

Angus Council currently operates a monthly direct debit scheme for payment of business rates.

If you have a Bank/Building Society account I now invite you to apply.

All you have to do is complete and return this instruction.

On receipt of your completed instruction I will contact your Bank/Building Society and send you a schedule confirming dates and amounts to be collected.

Your Bank/Building Society will make payments as they fall due.

Yours sincerely,
Head of Finance

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

HEAD OF FINANCE
ANGUS COUNCIL
PO BOX 12
MONIFIETH
DUNDEE
DD5 4YY
TELEPHONE (01382) 536543

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



Originators's Identification Number

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Rates Reference 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

To: The Manager	Bank/Building Society
Address	
Postcode	

Instruction to your Bank or Building Society.
Please pay Angus 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 Angus 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 accept instructions to pay Direct Debits.
- * If there are any changes to the amount, date or frequency of your Direct Debit Angus Council will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Angus 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 Angus 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 Angus 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.