



## Business Rates Direct Debit Application form

THE BETTER WAY TO PAY YOUR BUSINESS RATES BY DIRECT DEBIT

Reference (Business Rates account reference)

Contact our **ACCESSLine** on **03452 777 778** if you want this leaflet translated into Chinese, Urdu, Hindi, Punjabi or Gaelic or in large print, audio or Braille

Name and Address

Angus Council currently operates a monthly direct debit scheme for payment of Business Rates. With Direct Debit, your Business Rates bill can be spread over 10 months from May. The monthly amounts are automatically deducted from your bank/building society account on the 15th of the month.

To view Angus Council's Privacy Notices, please visit [www.angus.gov.uk/council\\_and\\_democracy/council\\_information/information\\_governance/council\\_and\\_services\\_privacy](http://www.angus.gov.uk/council_and_democracy/council_information/information_governance/council_and_services_privacy)

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

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

**Head of Finance & Legal**  
**Angus Council**  
**PO Box 6621**  
**Bruce House**  
**Wellgate**  
**Arbroath**  
**DD11 9AX**

Service user number

|   |   |   |   |   |   |
|---|---|---|---|---|---|
| 8 | 0 | 0 | 2 | 1 | 2 |
|---|---|---|---|---|---|



Name(s) of Account Holder(s)

Bank/Building Society account number

|  |  |  |  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|--|--|--|
|  |  |  |  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|--|--|--|

Branch Sort Code

|  |  |  |  |  |  |
|--|--|--|--|--|--|
|  |  |  |  |  |  |
|--|--|--|--|--|--|

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

Reference (Business Rates account reference)

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|

**Banks and Building Societies may not accept Direct Debit Instructions for some types of accounts**

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 full 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.

