

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

Eden District Council  
Town Hall  
Penrith  
Cumbria  
CA11 7QF

Name(s) of account holder(s)

\_\_\_\_\_

Bank or Building Society account number

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Branch Sort Code (From the top right hand corner of your cheque)

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Name and full postal address of your Bank or Building Society

To The Manager      Bank/Building Society  
Address \_\_\_\_\_  
\_\_\_\_\_  
Postcode \_\_\_\_\_

Business Rates Reference Number

\_\_\_\_\_

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

Originator's Identification Number

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**For Eden District Council official use only**

This is not part of the instruction to your Bank/ Building Society. (See Note 9).

Please put the address here of the property for which you wish to pay by direct debit.

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\_\_\_\_\_

\_\_\_\_\_

Frequency of payments: (Please tick ✓)

Annually                       Half Yearly  
(April and Sept)

Monthly Instalments  
(Maximum of 10 instalments from April)

Monthly Instalments  
(Maximum of 12 instalments from April)

**Instruction to your Bank or Building Society**

Please pay Eden District 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 Eden District 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 take part in the Direct Debit Scheme. The efficiency and security of the scheme is monitored and protected by your own Bank or Building Society.
- If the amounts to be paid, or the payment dates change, Eden District Council will notify you at least 10 working days in advance of your account being debited, or as otherwise agreed.
- If an error is made by Eden District Council, or your Bank or Building Society, you are guaranteed a full and immediate refund from your branch of the amount paid.
- You can cancel a Direct Debit at any time by writing to your Bank or Building Society. Please also send a copy of your letter to the Council.



## **Direct Debit as a method of payment**

### **Some general information on the scheme**

In electing to pay by Direct Debit you are choosing the most efficient and cost-effective means to pay your National Non-Domestic Rates.

Listed below are a number of points that you should understand about the Direct Debit Scheme.

1. Banks/Building Societies may refuse to accept instructions to pay Direct Debit for some types of account, other than current accounts. You should contact your Bank/Building Society to see if you can arrange Direct Debit from your account.
2. You must inform your Bank/Building Society in writing if you wish to cancel your Direct Debit.
3. Any Direct Debit that is paid to the Council which breaks the terms of your instruction will be refunded to you by your Bank/Building Society under an agreed indemnity scheme.
4. Amounts requested by Direct Debit are variable and will be requested on the 18th of each month, or the next working day.
5. Amounts will only be changed after giving you at least 10 working days' prior notice.
6. If a single payment by Direct Debit fails to be made, eg not enough funds in your account, it will be requested, together with the next month's payment, unless your instruction has been cancelled.
7. If two consecutive payments are missed, your arrangement to pay by this means will be cancelled and may not be restored. You would need to pay the arrears and arrange future payments by another method.
8. You should continue to pay by your present arrangement until you are notified that the Direct Debit has come into force. The Council will advise you of the payments to be taken and these will be calculated against the balance outstanding on your account at that time.
9. This box does not form part of your instructions to your Bank/Building Society, but the Council needs to know the address of the property you are paying direct debit for and how often you want to pay your National Non-Domestic Rates. Please tick the relevant box.

**Thank you for choosing to pay your account by direct debit**