

**PAY YOUR BUSINESS RATES  
THE EASY WAY!**



**Making sure that you pay your Business Rates bill by the due date isn't always easy. That's why we have a more convenient way to pay -**

### **DIRECT DEBIT.**

Just fill in the Direct Debit Instruction overleaf and return it to:  
**Revenue Services, Civic Centre, High Street, Kingswood, Bristol BS15 0DS**  
(Do not send it to your bank - we will do that for you).



#### **Direct Debit offers all these advantages:**

- ✓ **peace of mind.** Once it is set up the arrangement carries on from one year to the next. We will tell you before any payment is made so you will always know that your bill is **paid** on time, every time.
- ✓ **convenience.** You will no longer have any paperwork to do, cheques to write or stamps to find - as soon as you fill in the Direct Debit Instruction, your bank does **everything** for you.
- ✓ **security.** Paying by Direct Debit is a lot safer than cash or cheques - because your bank or building society will make your payments for you **automatically.**

**So, if you have had problems in the past, why not make sure that you have no trouble paying in the future - just fill in and return the Direct Debit Instruction overleaf to us today. We will always tell you of the payment dates and amounts before we ask your bank for our payment.**

#### **Problems paying? Can we help you?**

- If you find it difficult to pay this bill we will be pleased to talk the matter over with you in confidence and help you with payment arrangements.

**Please call us as soon as possible on: 01454 867700**

- For independent, impartial, confidential and free advice you can also contact your local Citizens Advice Bureau (see your local telephone directory for details).

## 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, South Gloucestershire Council will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request South Gloucestershire 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 South Gloucestershire 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 South Gloucestershire 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.



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

Originators identification number

9	9	5	7	4	1
---	---	---	---	---	---

Please complete parts 1-7 to instruct your Bank/Building Society to make payments directly from your account.

**DO NOT RETURN THIS FORM TO YOUR BANK.**

**RETURN TO:** South Gloucestershire Council, PO Box 300, Revenue Services, Civic Centre, High Street,  
Kingswood, Bristol BS15 0DS

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

**1** Please write the name and full postal address of your branch in the box below :

The Manager.....

.....Bank/Building Society

Address.....

.....Postcode.....

**6** Your full postal address

Your name.....

Address .....

.....

Postcode.....

Telephone number.....

**2** Names of account holder(s)

.....

.....

**3** Bank/Building Society account number

--	--	--	--	--	--	--	--

**4** Branch sort code (can be found on your cheques)

--	--	--	--	--	--

**5** Account reference number (as shown on your bill)

**7** Your instructions to the Bank/Building Society

Please pay South Gloucestershire Council Direct Debits from the account detailed on this instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that this instruction may remain with South Gloucestershire Council and if so, details will be passed electronically to my bank / Building Society.

Signature(s).....

.....

Date.....

**Do not send this form to your bank. Return it to:**  
**South Gloucestershire Council, PO Box 300,**  
**Revenue Services, Civic Centre, High Street,**  
**Kingswood, Bristol, BS35 1HF**