



INSTRUCTION TO YOUR BANK OR BUILDING SOCIETY TO PAY BY DIRECT DEBIT

Please fill in this instruction, sign, and return it to:
Financial Services, PO Box 886,
High Street, Colchester, CO1 1FP.

Name and full postal address of your
Bank or Building Society Branch

To: The Manager _____

_____ Bank/Building Society

Address _____

_____ Postcode _____

Originator's Identification Number

9 9 0 6 8 8

Reference (if known)

Instruction to your Bank or Building Society

Please pay Colchester Borough 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 Colchester Borough Council and, if so, details will be passed electronically to my Bank/Building Society.

Name(s) of account holder(s)

Branch sort code

□ □ - □ □ - □ □

Bank or Building Society account number

□ □ □ □ □ □ □ □ □ □

Signature(s)

_____ Date _____

Banks and Building Societies may not accept Direct Debit Instructions for some types of account.

This is not part of the instruction to your bank or building society and must be detached by Colchester Borough Council before submission to the paying branch

Please state your property address

_____ Postcode _____

Choose the payment date that suits you best

1st

8th

15th

25th

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, Colchester Borough Council will notify you 7 working days in advance of your account being debited or as otherwise agreed.
- If an error is made by Colchester Borough 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 us.

WHY NOT PAY by Direct Debit?



Set up a simple direct debit for your business rates and pay the easy way. It's one less thing to worry about.

Pay your business rates the easy way

1 PICK UP A PEN **2** FILL IN THE FORM **3** POST AND RELAX

DIRECT DEBIT. THE HASSLE-FREE WAY TO PAY.

Direct Debit is a convenient way to pay in monthly instalments direct from your bank account on a date that suits you and your budget – choose from the 1st, 8th, 15th or 25th of each month.

It saves time and cuts out hassle because you don't have to queue at a cash counter or post a cheque each month.

It's safe and secure because you are protected by a comprehensive Direct Debit Guarantee which means you get an immediate refund if your bank or the council make a mistake.

If you are a council tenant you can also pay your Housing Rent by Direct Debit. Pick up a leaflet or call free on **0800 97 55 333** to request one.

IT ONLY TAKES A MINUTE – SO SET YOURS UP TODAY.

Setting up your Direct Debit is quick and easy. It only takes a minute to complete and return the simple form attached, or if you prefer you can call us on **0800 97 55 333** or go online at **www.colchester.gov.uk/directdebit**

We'll make all the arrangements with your bank and send you a revised bill. Your first Direct Debit payment will usually be at least 7 days after your bill is sent, (or otherwise agreed with you) and then every month on the date you've requested. It's as simple as that!

