

# 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: East Lindsey District Council, P.O. Box 20, Manby Park, Louth, Lincolnshire LN11 8XN

Name and full postal address of your Bank or Building Society

To: The Manager  Bank/Building Society

Address

Postcode

Name(s) of Account Holder(s)

Bank/Building Society Account Number

Branch Sort Code

Originator's Identification Number

|   |   |   |   |   |   |
|---|---|---|---|---|---|
| 7 | 2 | 4 | 1 | 8 | 7 |
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Reference

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Instruction to your Bank or Building Society  
Please pay East Lindsey 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 East Lindsey 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.

Please indicate your choice of payment:  9th  18th  27th



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 East Lindsey District Council will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request East Lindsey District 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 East Lindsey District 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 East Lindsey District 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.

# Non-Domestic (Business) Rates How to pay

# Business Rates



# How to pay

## Direct Debit



Direct Debit is a simple, inexpensive and convenient way to pay your bill and is the only payment option that allows you to hold onto your money for longer, with a choice of instalment dates of the 9th, 18th or 27th of the month.

If you wish to pay by this method, and have not already arranged to do so, you can set up your Direct Debit in any of the following ways:

- complete and return the Direct Debit Instruction on the back page of this leaflet; or
- set up your Direct Debit on-line. Go to: [www.e-lindsey.gov.uk/business/rates/how-to-pay.cfm](http://www.e-lindsey.gov.uk/business/rates/how-to-pay.cfm); or
- set up your Direct Debit over the telephone by ringing the Business Rates Team on 01507 329412.

## Credit or Debit Card



An automated telephone payment service is now available. Please ring FREEPHONE 0800 731 0540 and follow the instructions for 'Business Rates'. Most UK debit and credit cards are accepted.

You will need to have your bill in front of you, as details will be required to allow you to complete the transaction.

(Please note that this service is not available for 15 minutes each day between 5.45pm and 6.00pm.)

During office hours, you can pay by credit or debit card by giving your details to a Customer Service Advisor. Please ring 01507 601111 and have your bill and your card details available.

## Post Office



You can pay free of charge at any Post Office.

You can pay by cash, cheque or debit card. Please hand your bill to the Postmaster with your payment. The bill will be returned to you with a receipt for your payment.

**Payments must be received on or before the dates shown on the front of your bill. Failure to pay by the due dates may result in reminders being issued or additional costs being charged.**

## Standing Order & Online Banking



If you wish to pay by standing order, you need to make your own arrangements with your bank. Take your bill with you when making this arrangement. You need to make sure that your bank is aware of the amounts to be paid and the dates they are due. If you are setting up the payments online, please use the 'Pay a Bill' facility if available.

All payments must quote the Account Ref. shown on the front of your bill and be paid to:

EAST LINDSEY DISTRICT COUNCIL - BARCLAYS BANK PLC.  
SORT CODE 20-52-78. BANK ACCOUNT NO: 50348481.

Please make sure you allow at least 7 days for payment to reach the Council when paying through the bank.

If there is a change to your bill during the year, you must remember to amend your standing order / online request with your bank to reflect changed payment amounts.

## By Post



Cheques and Postal Orders should be made payable to East Lindsey District Council and sent to East Lindsey District Council, PO Box 20, Manby Park, Louth, Lincolnshire LN11 8XN.

Please write your Account Reference on the back of your cheque. (Your Account Reference can be found on the front page of your bill.) Post-dated cheques are not accepted. Please do not send cash through the post. Receipts will not normally be sent for cheque payments.

## By Internet



Log onto the Council's website at: [www.e-lindsey.gov.uk](http://www.e-lindsey.gov.uk) and click on the 'Pay Online' link.

For further details on any of the payment methods, or for information regarding your Non-Domestic Rate account, please ring 01507 329412. Alternatively, email: [nndr@e-lindsey.gov.uk](mailto:nndr@e-lindsey.gov.uk) or write to Business Rates Section, P.O. Box 20, Manby Park, Louth, Lincolnshire LN11 8XN