

Hang on to your money Pay your Business Rates later!

HERE'S HOW...

In business, you need to keep your money working for you as long as possible.

Did you know that by choosing to pay by Direct Debit you have a choice of instalment dates and you don't have to remember to pay each month – it's all done for you, and reminders become a thing of the past.

Direct Debit is convenient for you, our customer, and it helps to keep down the cost of collecting Business Rates. Most importantly, you'll see from the Direct Debit guarantee below that **YOU ARE STILL IN CONTROL OF YOUR MONEY**. If you would like to talk to someone about paying by Direct Debit, please give us a call on 01507 329412.

HOW DO I CHANGE TO DIRECT DEBIT? It's easy – simply fill in the details below in black ink, cut along the dotted line and return the instruction to East Lindsey District Council.

Your name and address to which the charge relates:

Please indicate your choice of payment date:

9th 18th 27th

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	

Service User Number

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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.

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.

Your information will be processed in accordance with the law, in particular the Data Protection Act 1998.

The information that you provide will only be used for Council purposes unless there is a legal authority to do otherwise.