

Instalment Options & Payment Method

I wish to pay my rates by the number of instalments and in the manner indicated below. I understand that if any of these instalments are not paid by the due dates, the balance outstanding for the whole year may fall subject to recovery procedures.

PLEASE TICK OPTION REQUIRE:

Pay Date:

1st of each month

25th of each month

Frequency:

10 Monthly Instalments

12 Monthly Instalments

2 Half Yearly Payments (April & October on the 1st of each month)

SIGNATURE.....

DATE.....

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

Please complete parts **1 - 5** to instruct your branch to make payments directly from your account then return the form direct to: Business Rates Section, Exeter City Council, Civic Centre, Paris Street, Exeter EX1 1JD



1 Please write the full postal address of your branch in the box below.

To: The Manager,	
	Bank/Building Society
Address	
Postcode	

Originator's Identification Number

9	5	6	9	5	7
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Reference No:
(9 Digit Number on Reference number)

2 Name of Account holder(s)

3 Account number

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4 Sort code

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5 Your instructions to the Bank/Building Society, and signature(s)

- I/We instruct you to pay direct debits from my/our account at the request of EXETER CITY COUNCIL.
- The amounts are variable and may be debited on various dates.
- I/We understand that EXETER CITY COUNCIL may change the amounts and dates only after giving me/us prior notice.
- I/We will inform the Bank/Building Society in writing if I/We wish to cancel this instruction.
- I/We understand that if any Direct Debit is paid which breaks the terms of this instruction, the Bank/Building Society will make a refund.

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

Signature(s)

Date

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, Exeter City Council will notify you 10 working days in advance of your account being debited or as otherwise agreed.
- If an error is made by Exeter City 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.