



**Non-Domestic Rates
Instruction to your
Bank or Building Society
to pay Direct Debit**



Originator's Identification number

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Please fill in the whole form and send it to:-

Babergh District Council, Corks Lane, Hadleigh, Ipswich IP7 6SJ

1. Name and full postal address of your Bank or Building Society

To:	The Manager
	Bank or Building Society
Address	
	Postcode

2. Name(s) of account Holders(s)

5. Reference Number (Rate Bill Account No.)

3. Branch Sort Code (from the top right hand corner of your cheque)

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6. Instructions to your Bank or Building Society.

Please pay Babergh 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 the Babergh District Council and, if so, details will be passed electronically to my Bank Building Society.

4. Bank/Building Society account number

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Signature(s)

Date

Bank and Building Societies may not accept direct Debit Instructions for some type of accounts.



DETACH HERE

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, you will be told of this in advance by at least 14 days as agreed.
- If an error is made by Babergh District 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.

