

# Direct Debit Instruction for National Non Domestic Rates



East Devon District Council  
 Knowle  
 Sidmouth  
 EX10 8HL  
 Tel: 01395 516551  
 Fax: 01395 517414

Your name and address:

Post Code:

Non Domestic Rates account number/s:

## You can set up your Direct Debit over the phone by calling 01395 517445.

Or fill in the details below and return the form to the address shown above. The guarantee is for you to keep.

<b>Instruction to your Bank or Building Society to pay by Direct Debit</b> Please fill in the whole form and send it to East Devon District Council at the address shown above.		Originators I.D. Number <table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="padding: 2px 5px;">9</td> <td style="padding: 2px 5px;">9</td> <td style="padding: 2px 5px;">2</td> <td style="padding: 2px 5px;">1</td> <td style="padding: 2px 5px;">2</td> <td style="padding: 2px 5px;">3</td> </tr> </table>	9	9	2	1	2	3
9	9	2	1	2	3			
Name and full postal address of your Bank or Building Society To: The Manager		Please tick one instalment box only Monthly      1 <sup>st</sup> <input type="checkbox"/> 17 <sup>th</sup> <input type="checkbox"/> Half yearly    1 <sup>st</sup> <input type="checkbox"/> 17 <sup>th</sup> <input type="checkbox"/>						
Branch sort code <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> (from the top right hand corner of your cheque)								
Bank or Building Society account number <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>		East Devon District council account number <input style="width: 100%;" type="text"/>						
Name of account to be debited <input style="width: 100%; height: 40px;" type="text"/>		<b>Instruction to your Bank or Building Society</b> Please pay East Devon District Council Direct Debits from the account detailed in this Instruction subject to the safeguards assured by the Direct Debit Guarantee (see below). I understand that this Instruction may remain with East Devon District Council and, if so, details will be passed electronically to my Bank/Building Society.						
<b>Banks and Building Societies may not accept instructions to pay Direct Debits for some types of account.</b>								
		Signature(s) <input style="width: 100%; height: 20px;" type="text"/> of account holders Date: <input style="width: 100%; height: 20px;" type="text"/> Phone number: <input style="width: 100%; height: 20px;" type="text"/>						



### Please keep this section for your information

<p><b><u>The Direct Debit Guarantee</u></b></p> <ul style="list-style-type: none"> <li>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 are monitored and protected by your own Bank or Building Society.</li> <li>If the amounts to be paid or the payment dates change, we will notify you at least 10 working days in advance of your account being debited or as otherwise agreed.</li> <li>If we, or your Bank or Building Society, make an error, you are guaranteed a full and immediate refund from your branch of the amount paid.</li> <li>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 at the address shown at the top.</li> </ul>	
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