

Executive Director (Resource & Support Services)
 Newcastle under Lyme Borough Council
 Castle House
 Barracks Road
 Newcastle under Lyme
 Staffordshire
 ST5 1BL



 Your Full Name:

 Your Full Address:

PAYMENT OF NON-DOMESTIC RATES BY



**DIRECT
 Debit**

Name(s) of Account Holder(s)

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Bank/Building Society Account Number

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Branch Sort Code

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Name and full postal address of your Bank or Building Society

Business Rates Reference Number

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Instructions to your Bank or Building Society to pay by Direct Debit

Originator's Identification Number

2	5	0	7	5	0
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Instruction to your Bank/Building Society

Please pay Newcastle under Lyme Borough 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 Newcastle under Lyme Borough 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.

Direct Debit Guarantee



**DIRECT
 Debit**

- 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 of frequency of your Direct Debit, Newcastle under Lyme Borough Council will notify you 14 working days in advance of your account being debited or as otherwise agreed. If you request Newcastle under Lyme Borough 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 Newcastle under Lyme Borough 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 Newcastle under Lyme Borough 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.

General Data Protection Regulations - Your right to privacy is very important to us and we recognize that when we collect, use or store your personal data you trust us to act in a responsible manner. For a full explanation of how Newcastle under Lyme Borough Council uses your data and what your rights are, please read our privacy notice at <https://www.newcastle-staffs.gov.uk/all-services/advice/privacy-notice>