

Direct Debit is the convenient and easy way to pay your Business Rates

- **By opting to pay your business rate account by direct debit, you can now spread the payments through to March instead of the usual instalments from April to January and choose a payment date of either the 1st or the 20th of the month.**
- **Instalments are taken automatically from your bank or building society on one of the above dates each month and you are protected by the Direct Debit Guarantee.**
- **The Direct Debit Guarantee ensures that you are notified at least 10 days in advance of a payment being taken and includes your right to cancel at any time and for an immediate refund if your bank or the council makes a mistake.**

To enjoy the convenience and flexibility that this payment method offers, simply call us on 0113 2476983 to set up the direct debit over the phone.

Alternatively, complete the form overleaf and return it to Leeds City Council, Business Rates, PO Box 60, Leeds LS2 8JR.

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

Please fill in the form and send to:

Leeds City Council, Corporate Services Department, P.O. Box 60, 2 Great George Street, Leeds LS2 8JR.

Name and full postal address of your Bank or Building Society

To: The Manager	Bank/Building Society
Address	
Postcode	

Originator's Identification Number

8	5	2	1	9	6
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Leeds City Council Non Domestic Rate Account Reference

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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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Please enter your address in the box below

This is not part of the instruction to your Bank or Building Society and is for Leeds City Council Information Only.

Please tick your preferred payment date:

1st 20th

Please tick if you wish to extend payments to March:

March

Instruction to your Bank or Building Society

Please pay Leeds City 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 Leeds City Council and, if so, details will be passed electronically to my Bank/Building Society.

Signature(s)

Date

Banks or 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 Leeds City Council will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Leeds City 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 Leeds City 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 Leeds City 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.