

INSTRUCTION TO YOUR BANK/BUILDING SOCIETY TO PAY DIRECT DEBIT



Please fill in this form and return to:
North Lanarkshire Council
Head of Revenue & E-Government Solutions,
PO Box 9060,
Motherwell, ML1 1PF
For enquiries email: businessrates@northlan.gov.uk

Originator's Identification Number

8	0	2	6	9	7
---	---	---	---	---	---

PAYING THE NON DOMESTIC RATES - MADE EASY

NON DOMESTIC RATES ONLY

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

To: The Manager/Bank/B.S.	
Address: _____	
_____	Postcode: _____

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

--

3. Branch sort code

--	--	--	--	--	--

4. Bank or Building Society Account Number

--	--	--	--	--	--	--	--

5. NDR Reference Number

--	--	--	--	--	--	--	--

6. Instruction to your Bank or Building Society

Direct Debits from the account detailed on this instruction, subject to the Safeguards assured by the Direct Debit Guarantee. I understand that the Instruction may remain with North Lanarkshire Council and if so, details will be passed electronically to my Bank or Building Society.

Signature(s) of Account Holder(s)

Signature(s)
Address
Date

- Your Direct Debit will be set-up for the 7th OF EACH MONTH.

Banks / Building Societies may refuse to accept instructions to pay direct debit from some types of accounts.

The Direct Debit Guarantee

- This guarantee is offered by all Bank and Building Societies that take part in the Direct Debit Scheme. The efficiency and security of the scheme is monitored and protected by your Bank or Building Society.
- If the amount to be paid or the payment dates change, North Lanarkshire Council will notify you 14 working days in advance of your account being debited.
- If North Lanarkshire Council or your Bank or Building Society make an error, 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.

