

## NON DOMESTIC RATES

**PLEASE COMPLETE THE WHOLE FORM, INCLUDING THE OFFICIAL USE BOX, AND RETURN IT TO COPELAND BOROUGH COUNCIL**

**INSTRUCTION TO YOUR BANK OR BUILDING SOCIETY to pay by DIRECT DEBIT**

**Name and Address of your Bank/Building Society**

To the Manager Bank/Building Society

Address:



Originators Identification Number					
9	5	7	1	6	6

**Names of Account Holder(s)**

**Please complete**

**Your Account Number**

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**Please pay Copeland 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 Copeland Borough Council and, if so details will be passed electronically to my Bank/Building Society.**

**Signature of Account Holder(s)**

**Your Branch Sort Code**

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**Your Account Reference Number**

**FOR OFFICIAL USE: please complete this section although this is not part of the instruction to your Bank/Building Society.**

<p><b>Your Name and Address</b></p> <p>Name:</p> <p>Address:</p>	<p><b>How many instalments do you require</b></p> <p>One (April) <input style="width: 30px; height: 20px;" type="text"/></p> <p>Two (April and September) <input style="width: 30px; height: 20px;" type="text"/></p> <p>Ten (April to January) <input style="width: 30px; height: 20px;" type="text"/></p>
<p><b>Name and Address of your Business</b></p> <p>Name:</p> <p>Address:</p>	<p><b>On what date</b></p> <p>1<sup>st</sup> <input style="width: 30px; height: 20px;" type="text"/></p> <p>8<sup>th</sup> (10 instalments only) <input style="width: 30px; height: 20px;" type="text"/></p> <p>15<sup>th</sup> (10 instalments only) <input style="width: 30px; height: 20px;" type="text"/></p> <p>22<sup>nd</sup> (10 instalments only) <input style="width: 30px; height: 20px;" type="text"/></p>

**FOR CBC USE ONLY**

**Property Ref:**

**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 Copeland Borough Council will notify you 5 working days in advance of your account being debited, or as otherwise agreed. If you request Copeland B C 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 Copeland 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 Copeland B C 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.

