

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:



Service User Number

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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>Your Name and Address</p> <p>Name:</p> <hr/> <p>Address:</p> <hr/>	<p>How many instalments do you require</p> <p>One (April) <input type="checkbox"/></p> <p>Two (April and October) <input type="checkbox"/></p> <p>Ten (April to January) <input type="checkbox"/></p> <p>Twelve (April to March) <input type="checkbox"/></p>
<p>Name and Address of your Business</p> <p>Name:</p> <hr/> <p>Address:</p> <hr/>	<p>On what date</p> <p>1st <input type="checkbox"/></p> <p>8th <input type="checkbox"/></p> <p>15th <input type="checkbox"/></p> <p>22nd <input type="checkbox"/></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 14 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.

