

Instruction to your Bank or Building Society to pay Direct Debit



Originators Identification Number

Please fill in the whole form and send it to:

Revenues & Benefits Services, Folkestone & Hythe District Council, Civic Centre, Castle Hill Avenue, Folkestone, Kent, CT20 2QY.

For Folkestone & Hythe District Council Official Use Only This is not part of the instruction to your Bank or BuildingSociety	Name and full postal address of your Bank or Building Society
	To: The Manager
Please tick the box showing your choice of payment date.	Postcode
1st day of the month	
8th day of the month	Namo(s) of account holder(s)
16th day of the month	Name(s) of account holder(s)
26th day of the month	

Instruction to your Bank or Building Society

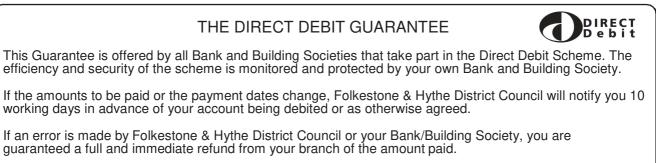
Please pay Folkestone & Hythe District Council Direct Debits from the account detailed in this instruction subject to the safeguards assured by The Direct Debit Guarantee. I understand that this instruction may remain with Folkestone & Hythe District Council and, if so, details will be passed electronically to my Bank/Building Society.

Signature(s)	
Date	

Banks and Building Societies may not accept Direct Debit Instructions for some types of account

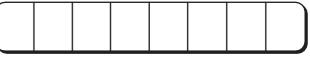
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Please detach and retain

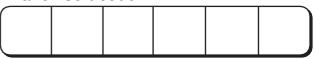


You can cancel a Direct Debit at any time, by writing to your Bank or Building Society. Please also send a copy of your letter to us.

Bank/Building Society account number



Branch sort code



Reference Number

make it easy

DIRECT DEBIT

The easy way to pay your Business Rates

WHAT TO DO!

You can set up your Direct Debit Now

If you have your bank details including the account name, account number and branch sort code we may be able to set up the Direct Debit over the phone. This will save you time and avoid any further delays in setting up your Direct Debit. To set your Direct Debit up over the phone please call (01303) 853223.

or

If you are unable to call us you may complete the instruction form overleaf and return it to us straight away. You can pay your Business Rates by Direct Debit on the 1st, 8th, 16th or 26th day of the month. Just indicate your preference in the box provided on the form. (Please note - if you do not indicate a preferred date, the instalments will be claimed on the 1st day of the month).

DON'T DELAY RETURN IT TODAY! Corporate Debt Folkestone & Hythe District Council Civic Centre Castle Hill Avenue Folkestone, Kent CT20 2QY

HOW DOES IT WORK?

- You give one simple instruction to your Bank/Building Society and you need to do nothing more.
- The appropriate amount is automatically transferred from your account to ours on the date you have chosen.
- The Council lets you know payment dates and amounts in advance, automatically amending your payments if the amount you have to pay changes.
- You can cancel the arrangement at any time and pay by a different means.

The easy way to pay your Business Rates

- · It saves you time and effort
- No queuing to pay
- No cheques to write or letters to post
- It is simpler than paying by any other method
- · It saves the council money
- If you pay bank charges Direct Debits are cheaper than other transactions
- You have a money back guarantee
- · Control rests with you and your Bank/Building Society Manager