



Promoting City, Coast & Countryside

Revenue Services

Instruction to your Bank or Building Society to pay Non-Domestic Rates by Direct Debit



Service User Number 956711

Please fill in the whole form and send it to:

Lancaster City Council Revenue Services P O Box 4 Town Hall Lancaster LA1 1QR Non-Domestic Rate Account Ref: [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]

Name(s) of account holder(s) Instruction to your Bank or Building Society Please pay LANCASTER CITY Council Direct Debits from the account detailed on this Instruction, subject to the safeguards assured by The Direct Debit Guarantee.

Branch Sort Code (from the top right hand corner of your cheque) Bank or Building Society account number [ ]

Signature: Date: Name and full postal address of your Bank or Building Society:

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

Please tick one of the boxes below for your preferred payment method. Payments are on the 1st of the month, or next working day. Monthly [ ] Twice Yearly (April & September) [ ] Annual Debit (April) [ ]

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 Lancaster City Council will notify you 10 working days in advance...
If an error is made in the payment of your Direct Debit, by Lancaster City Council or your bank or building society, you are entitled to a full and immediate refund...
You can cancel a Direct Debit at any time by simply contacting your bank or building society.