

## Instruction to your Bank or Building Society to pay by Direct Debit

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Coventry City Council Please fill in this form and send it to: Business Rates Team, Resources Directorate, Council House, Coventry, CV1 5RR

## Name and full postal address of your Bank or Building Society

To: The Manag	ger	Bank/Bui	Iding Society		This is not part of the			g Society	
Address					Please tick which pa	ayment date you wa	ant:		
Address					1 <sup>st</sup>	10 <sup>th</sup>	20 <sup>th</sup>		
		Postcode	;		1 <sup>st</sup> (April – March)	10 <sup>th</sup> (April – March)	20 <sup>th</sup>	(April –	
	aunt Llaldar(a)				Your address:	(March)	( March)		
Name(s) of Acco	ount Holder(s)				-				
Bank/Building S	ociety account	number			Instructions to your B	ank or Building So	cietv		
						-	-		
Branch Sort Code					Please pay Coventry City Council direct debits from the accounder detailed in this instruction subject to the safeguards assured be detailed in this instruction subject to the safeguards assured be detailed in this instruction subject to the safeguards assured be detailed in this instruction subject to the safeguards assured be detailed in this instruction subject to the safeguards assured be detailed in this instruction subject to the safeguards assured be detailed in this instruction subject to the safeguards assured be detailed in this instruction subject to the safeguards assured be detailed in this instruction subject to the safeguards assured be detailed in this instruction subject to the safeguards assured be detailed in this instruction subject to the safeguards assured be detailed in this instruction subject to the safeguards assured be detailed in this instruction subject to the safeguards assured by detailed in this instruction subject to the safeguards assured by detailed in this instruction subject to the safeguards assured by detailed in this instruction subject to the safeguards assured by detailed in this instruction subject to the safeguards assured by detailed by the safeguard by the safeguard by the safeguard by detailed by the safeguard by the safeguard by the safeguard by detailed by the safeguard by the				
					the Direct Debit Guar				
					may remain with Cov				
Customer Refer	ence Number				passed electronically	to my Bank/Buildin	g Society.		
					Signature(s)				
					Date				
					Contact Tel. No.				
	l prefer to re	eceive yo	ur business	rates bill	ls by email, please g	give your email	address		
below.	9				0				
err	hall address				@				
	⊁ Bank an	d Building S	ocieties may n	ot accept Dir	rect Debit instructions for	some types of acco	unt		
							ventry.gc	wuk	
						VV VV .CO	ventry.ge	Jv.un	
			Please	keep th	is in a safe plac	ce			
		L			bit Guarantee				
	This guarante	e is offered t			ieties that accept instructio	ns to pay Direct Debi	s		
	e guarante			bullul ig eee					
working	g days in advand	ce of your ac	count being deb	ited or as oth	uency of your Direct Debit nerwise agreed. If you requ will be given to you at the	est Coventry City Co			
					ebit by Coventry City Coun amount paid from your bar		ilding society y	ou	
		If you rec	eive a refund yo	u are not ent	itled to, you must pay it ba	ck if Coventry City Co	uncil asks you	to	

Originator's Identification Number

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## www.coventry.gov.uk

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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 Coventry City Council will notify you 14 working days in advance of your account being debited or as otherwise agreed. If you request Coventry City Council 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 Coventry City 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 if Coventry City Council asks you to								
You can cancel a Dire	ect Debit at any time by simply contacting your bank or building s be required. Please also notify us.	ociety. Written confirmation may						

We can refuse to accept your direct debits if you owe any business rates or if you used to pay by direct debit and kept missing payments.

## If you need this information in another format or language please contact us.

Telephone: 024 7683 2525 Minicom: 024 7683 3704 e-mail: businessrates@coventry.gov.uk

> Head of Revenues Barrie Strain