



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



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

Originator's Identification Number

9 7 1 7 1 5

Name and full postal address of your Bank or Building Society

To: The Manager Bank/Building Society
Address
Postcode

This is not part of the instruction to your Bank or Building Society

Please tick which payment date you want:

1st [] 10th [] 20th []
1st [] (April - March) 10th [] (April - March) 20th [] (April - March)

Your address:

[]

Name(s) of Account Holder(s)

[]

Bank/Building Society account number

[] [] [] [] [] [] [] []

Branch Sort Code

[] [] [] [] [] []

Customer Reference Number

[]

Instructions to your Bank or Building Society

Please pay Coventry City Council direct debits from the account detailed in this instruction subject to the safeguards assured by the Direct Debit Guarantee.

Signature(s)

Date

Contact Tel. No.

If you would prefer to receive your business rates bills by email, please give your email address below.

email address -----@-----

Bank and Building Societies may not accept Direct Debit instructions for some types of account

www.coventry.gov.uk

Please keep this in a safe place

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 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 Direct Debit at any time by simply contacting your bank or building society. Written confirmation may be required. Please also notify us.

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