

# MENDIP DISTRICT COUNCIL

Business Rates Section, ADMAIL 3200, Shepton Mallet, Somerset, BA4 5BF

Telephone 0845 0700226

## INVITATION TO PAY BY DIRECT DEBIT

Making sure you pay your Non Domestic Rates by the due date is not always easy. Direct Debit is the trouble free way to pay bills. You keep control of your finances but do not have to remember to make payments when they fall due – your Bank or Building Society will do that for you.

Once your Direct Debit has been set up, there will be no more forms to complete, no more cheques to write, no more postage charges to pay and no more queuing to make payments. We will always tell you of the payment dates and amounts before the first payment is due.

The Direct Debit scheme is completely reliable, and is backed by the Guarantee below, so why not sign up today? Just fill in and detach the Direct Debit instruction below and return it to us at the above address. Please retain the rest of the form for your records.

### The Direct Debit Guarantee



- This Guarantee is offered by all Banks and Building Societies that take part in the Direct Debit Scheme. The efficiency and security of the Scheme is monitored and protected by your own Bank or Building Society.
- If the amounts to be paid or the payment dates change, Mendip District Council will notify you 10 working days in advance of your account being debited or as otherwise agreed.
- If an error is made by Mendip District Council or your Bank or Building Society, you are guaranteed a full and immediate refund from your branch of the amount paid.
- 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.



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

PLEASE FILL IN THE WHOLE FORM AND SEND IT TO:  
MENDIP DISTRICT COUNCIL, BUSINESS RATES SECTION,  
ADMAIL 3200, SHEPTON MALLET, SOMERSET, BA4 5BF



<b>1</b>	Name and full postal address of your Bank or Building Society branch
To: The Manager _____ Bank/Building Society	
Address _____	
_____ Post Code _____	

Originator's Identification Number	9	5	4	2	9	7
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<b>4</b>	Branch Sort Code
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Non Domestic Rate Reference	8	□	□	□	□	□	□	□	□
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<b>2</b>	Name(s) of Account Holder(s)

<b>5</b>	Instruction to your Bank or Building Society
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<b>3</b>	Bank or Building Society Account Number								
□	□	□	□	□	□	□	□	□	□

Please pay Mendip 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 Mendip District Council and, if so, details will be passed electronically to my Bank or Building Society.

Signature(s)	Date
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**Banks and Building Societies may not accept Direct Debit instructions for some types of account.**

Please indicate your preferred payment frequency	Monthly <input type="checkbox"/>	Quarterly <input type="checkbox"/>	Half Yearly <input type="checkbox"/>	Yearly <input type="checkbox"/>
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