

# Bassetlaw

## REVENUE SERVICES

Please fill in this form using a ball point pen with black ink and send it to:

**Bassetlaw District Council**  
**Queen's Buildings**  
**Potter Street**  
**Worksop**  
**Notts S80 2AH**



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

Originators Identification Number

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Name(s) of Account Holder(s)

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Name and full postal address of your Bank or Building Society

To the Manager

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Address:

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Postcode:

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Bank/Building Society Account Number

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Branch Sort Code

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Your Name and Address

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**10 month payment plan**  
Please tick ( ✓ ) your preferred instalment date

<b>1st</b> <small>1st April to 1st January</small>	<b>7th</b> <small>7th April to 7th January</small>	<b>15th</b> <small>15th April to 15th January</small>	<b>25th</b> <small>25th April to 25th January</small>
(✓) <input type="checkbox"/>	(✓) <input type="checkbox"/>	(✓) <input type="checkbox"/>	(✓) <input type="checkbox"/>

Your Telephone Number:

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If you prefer to pay over 12 months from April to March please tick this box (✓)

Signature(s):	Date:
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**Instruction to your Bank or Building Society**  
Please pay Bassetlaw 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 Bassetlaw District Council and, if so, details will be passed electronically to my Bank/Building Society. Banks and Building Societies may not accept Direct Debit Instructions for some types of account.

Business Rates Account Number

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This guarantee should be detached and retained by you

### The Direct Debit Guarantee

The 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, Bassetlaw District Council will notify you ten working days in advance of your account being debited or as otherwise agreed. If you request Bassetlaw District Council to collect a payment, confirmation of the amount and date will be given to you at the time of request.

If an error is made in the payment of your Direct Debit, by Bassetlaw District 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 when Bassetlaw District 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.