

# IF YOU HAVE A BANK ACCOUNT THERE IS AN EASIER WAY TO PAY

- **DIRECT DEBIT** If you do not already pay by Direct Debit, but would like to, please complete the instruction to your bank/building society below and return the form to the Council. Your bank/building society will then do all the work and make sure payments are made on the due date.

## LOOK AT THE ADVANTAGES

- **Simplicity** Less paperwork for you and easy for you to arrange.
- **Convenience** No more regular trips to Council offices, banks or building societies.
- **Time Saving** No more queuing to pay your bill.
- **One Instruction** If the amount payable alters, for any reason, the Council will tell you and your bank – you need do nothing.
- **Your bank does the work** No need to travel, queue to pay, write cheques, use counterfoils, buy stamps, use envelopes or find a post box.
- **You remain in control** Direct Debit payments are “automated”, not automatic. You can cancel at any time. Advance notice is always given allowing you time to query any payment change.
- **Money back guarantee** Your bank will make an immediate refund if ever a payment is made that breaks the terms of your written instruction.
- **Cost** Paying by Direct Debit will help reduce the Council’s collection costs and will not normally cost you anything extra.

## Direct Debit – The modern, convenient, safe way of paying bills



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



Please fill in the form and send to: Sandwell M.B.C, (Business Rates), PO Box 7072, Manchester, M28 8JT

Service User Number

Name and full postal address of your Bank or Building Society

|                 |                           |
|-----------------|---------------------------|
| To: The Manager | (Bank / Building Society) |
| Address         |                           |
| Postcode        |                           |

Name(s) of Account Holder(s)

Bank/Building Society account number

Branch Sort Code

Reference

|   |   |   |   |   |   |
|---|---|---|---|---|---|
| 9 | 7 | 1 | 5 | 5 | 1 |
|---|---|---|---|---|---|

#### FOR SANDWELL MBC OFFICIAL USE ONLY

This is not part of the instruction to your Bank or Building Society  
Please complete the following to assist the Council in identifying your Debtors account

1. Debtors Account Number (Shown as 'account number' on your Bill)

|   |  |  |  |  |  |  |  |
|---|--|--|--|--|--|--|--|
| 5 |  |  |  |  |  |  |  |
|---|--|--|--|--|--|--|--|

2. Address of Account Holder

3. Contact Telephone No.

4. Tick Payment Date

15th  28th

#### Instruction to your Bank or Building Society

Please pay Sandwell MBC 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 Sandwell MBC and, if so, details will be passed electronically to my Bank/Building Society.

Signature(s) \_\_\_\_\_

Date \_\_\_\_\_

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

This guarantee should be detached and retained by the Payer.

## 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, Sandwell MBC will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Sandwell MBC 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 Sandwell MBC 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 Sandwell MBC 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.