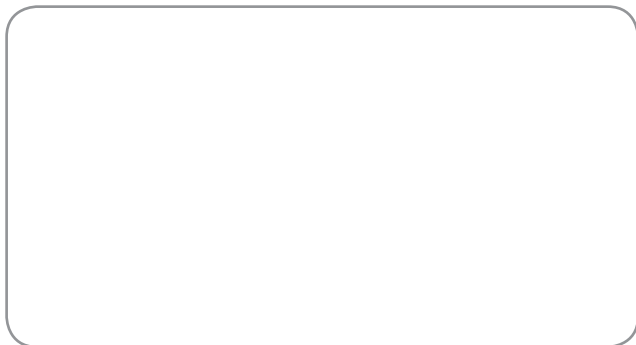


Business Rates - help your cashflow!



In business, you need to keep your money working for you as long as possible. You can now elect to pay your Business Rates over 12 months. Also by choosing Direct Debit you have a choice of instalment dates.

Direct Debit is convenient for you, our customer, and it helps to keep down the cost of collecting Business Rates. Most importantly, you'll see from the Direct Debit guarantee below that YOU ARE STILL IN CONTROL. Simply fill in the details below in black ink, cut along the dotted line and return the instruction to East Lindsey District Council.

Your name and address to which the charge relates:

Please indicate your choice of payment date:

9th 18th 27th

Please indicate if you wish to pay over 12 instalments Please note the full 12 instalments can only be given at the start of the financial year, where we have received sufficient notice for your chosen payment date. Where we cannot give 12 instalments you will be given the maximum number of instalments to the end of the financial year.

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



Please fill in the whole form using a ball point pen and send to: East Lindsey District Council, PO BOX 26, Horncastle, Lincolnshire, LN9 9BG

Name and full postal address of your Bank or Building Society Service User Number

To: The Manager	Bank/Building Society
Address	
Postcode	

7	2	4	1	8	7
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Reference

1							
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Name(s) of Account Holder(s)

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Bank/Building Society Account Number

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Branch Sort Code

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Instruction to your Bank or Building Society
Please pay East Lindsey 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 East Lindsey District Council 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 East Lindsey District Council will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request East Lindsey District 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 East Lindsey 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 East Lindsey 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.

Your information will be processed in accordance with the law, in particular the Data Protection Act 1998. The information that you provide will only be used for Council purposes unless there is a legal authority to do otherwise.