

Please fill in the whole form including official use box using a ball point pen and send it to:

Instruction to your bank or building society to pay by Direct Debit

Service User Number

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WEALDEN DISTRICT COUNCIL
VICARAGE LANE
HAILSHAM
EAST SUSSEX
BN27 2AX

Name(s) of account holder(s)

Bank/building society account number

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Branch Sort Code

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Name and full postal address of your bank or building society

To the Manager Bank/building society

Address

Postcode

Reference number (as shown on your bill)

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Please tick below the day of the month for payment.

1st ☐ 15th ☐ 25th ☐

Pay over 10 or 12 monthly instalments*

☐ 10* months – Tick here to finish payments in January

☐ 12* months – Tick here to finish payments in March

(* may be less depending on the number of months remaining in the year)

Instruction to your bank or building society

Please pay Wealden 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 Wealden 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 by Direct Debit.
- If there are any changes to the amount, date or frequency of your Direct Debit Wealden District Council will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Wealden 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 Wealden District Council or your bank or building society, you are guaranteed 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 Wealden 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.

DIRECT DEBITS - FREQUENTLY ASKED QUESTIONS

What is a Direct Debit?

A Direct Debit is an automatic, electronic payment of a bill or account. Simply put, you give your bank authorisation to pay money from your account, at our request.

How will paying by Direct Debit benefit me?

You don't have to remember to pay your Business Rates or Council Tax. Providing the Direct Debit has been set up, we'll take the payments automatically.

Also, unlike any other payment method, you can choose which day we take the payments. You can choose either the 1st, 15th or 25th of the month, and whether, at the start of the year, to pay over 10 or 12 monthly instalments, whichever is best for you.

How does it benefit the Council?

It's a very cost-effective way of collecting Business Rates and Council Tax and, the cheaper the cost of collection, the easier it is for us to keep everyone's bills as low as possible.

How does it work for Business Rates and Council Tax payments?

On your bill, we will have told you when your Business Rates or Council Tax instalments are due and how much you have to pay. If you pay by Direct Debit, you can choose either the 1st, 15th or 25th of the month to pay and we will collect the amounts due. Sometimes these dates fall on a weekend or bank holiday. If this happens, we'll collect the money on the next working day.

How safe is it?

Very; The Direct Debit guarantee means that, in the unlikely event of a mistake being made, your bank will give you an immediate refund. The guarantee is given overleaf at the bottom of the Direct Debit mandate form.

Am I in control of my money?

Yes. You can cancel the Direct Debit at any time.

Do I have to sign a new Direct Debit mandate every year?

No. Your new bill will show your new instalments and the date the payments will be taken.

How much notice will I get if the amounts are going to change?

We will write to you 10 working days before taking a different amount of money although this very rarely happens during the year.