



## Instruction to your bank or building society to pay Non-domestic rates by Direct Debit

You can complete this Non-domestic rates form in Adobe Acrobat and print it out or print it and complete by hand using block capital letters. Return the form by email to [rates@southlanarkshire.gov.uk](mailto:rates@southlanarkshire.gov.uk) or by post to South Lanarkshire Council, Non-domestic rates, PO Box 3591, Glasgow G73 9ED. (You will need Acrobat Reader Version 8 or later to be able to save the completed form. Go to <https://get.adobe.com/uk/reader/> to download a free copy.) Where only one signature is needed you can set the direct debit up over the phone on 01698 527994.

If you need this information in another language or format, please contact us to discuss how we can best meet your needs. Phone 0303 123 1015 or email [equalities@southlanarkshire.gov.uk](mailto:equalities@southlanarkshire.gov.uk)

**Service User Number**

802601

**Name of your bank or building society**

**Address of your bank or building society**

**Postcode of your bank or building society**

**Name(s) of account holder(s)**

**Branch sort code (6 numerical digits only)**

**Bank or building society account number (8 numerical digits only)**

**Non-domestic rates reference number (14 numerical digits from your rates bill)**

**Customer phone number**

**Instruction to your bank or building society**

Please pay South Lanarkshire 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 South Lanarkshire Council and, if so, details will be passed electronically to my bank/building society.

**Signature(s) of account holder(s)****Address****Date****Direct Debit reference** (Please leave blank for council use)

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 South Lanarkshire Council will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request South Lanarkshire 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 South Lanarkshire 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 South Lanarkshire 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.