

Please fill in the white boxes and return to:

Kirklees Council Business Rates Section,
Civic Centre 1,
Huddersfield,
HD1 2NF

Originator's Reference Number

7	2	4	2	1	6
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Instruction to your bank/building society to pay business rates by direct debit

To the Manager:

.....Bank or Building Society

Address

.....Postcode

Name of account holder

Bank account sort code

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Bank account number

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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(Building Societies may refuse to accept instructions to pay direct debits from some types of account)

Business rates account number

9	6	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Please pay Kirklees Council direct debits from the account detailed in this instruction subject to the safeguards assured by the direct debit guarantee. I understand that this may remain with Kirklees Council and, if so, details will be passed electronically to my Bank/Building Society.

Signature of account holder (s)

.....

Date of signing/...../.....

Please enter your name and address in the box below and tick your preferred payment date.

5th	20th
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I would like 10 payments

<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
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I would like 12 payments

This section about your address and choice of date is not part of the instruction to your bank or building society

Pay your business rates over 12 months rather than the usual 10

Join over 6,000 business rate payers in Kirklees who already use direct debit to pay their business rates.

- Get on with things that matter to your business.
- Avoid reminders, summonses or court costs.

Sign up online

www.kirklees.gov.uk/directdebit

call us on **01484 414818**

complete the form over the page.



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 Kirklees Council will notify you at least 10 working days in advance of your account being debited or as otherwise agreed. If you request Kirklees Council to collect a payment, confirmation of the amount and date will be given to you at the time of the request.
- If any error is made in the payment of your Direct Debit by Kirklees 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 Kirklees 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.

