

# CONTROL YOUR CASH FLOW



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## Pay your Non Domestic Rates the easy way...

Everyday, business people are choosing to  
pay their bills by Direct Debit.

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Direct Debit is the easiest, safest and  
most efficient method of payment.

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No cheques to write, no payments to post,  
no need to carry cash...no problem.

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All you have to do is get on with your business  
while your Bank or Building Society works for you.

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# PAY BY DIRECT DEBIT - IT'S COST EFFECTIVE

- The Council and your Bank or Building Society look after the administration.
- You don't have to change your arrangement if the monthly amount of your rates change.
- You'll not be charged by the Council for paying by this method. Any Bank or Building Society charges should be less than for a cheque payment or a Standing Order.
- You don't need to remember to pay each month.

Direct Debit is the easiest, most convenient way to pay and it's guaranteed which will ensure you have full security.

## THE DIRECT DEBIT GUARANTEE

1. You are always advised in advance of any changes to the payable amounts or payment dates. This will give you plenty of time to query any payment.
2. You are guaranteed an immediate refund in the unlikely event of an error being made by us or your Bank/ Building Society.
3. You can cancel at any time by simply advising your Bank or Building Society in writing.
4. This guarantee is offered by all Banks and Building Societies that take part in the Direct Debit scheme.
5. The efficiency and security of the scheme is monitored and protected by your own Bank or Building Society.



**Look forward to paying the easy way - return the form today.**

Please note that your Direct Debit payments will only be collected on the 21st of each month except when the 21st falls on a weekend or a bank holiday, when they will be collected on the next working day.



**1. Enter your Name and Address in BLOCK CAPITALS**

Name .....

Address .....

.....

..... Postcode .....

**2. Name and Full Postal Address of your Bank/Building Society**

To: The Manager .....

..... Bank/Building Society

Address of Branch .....

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..... Postcode .....

**3. Name(s) of the Account Holder(s)**

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**4. Your Reference Number  
(this can be found on your bill)**

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(For Bank information only - this Reference Number is not an integral part of the instruction)

**For Office Use Only**

Verified by .....

**5. Property Address if different**

Address .....

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..... Postcode .....

**6. Branch Sort Code (from the top right hand corner of your cheque)**

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**7. Bank/Building Society Account Number**

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Banks/Building Societies may refuse to accept instructions to pay Direct Debits from some types of accounts.

**8. Instruction to your Bank/Building Society**

Please pay Aberdeenshire Council Direct Debits from the account detailed on this instruction subject to the safeguards assured by "The Direct Debit Guarantee".

Authorised Signatories .....

Date .....

Direct Debit payments will only be collected on the 21st day of each month except when the 21st falls on a weekend or a bank holiday, when they will be collected on the next working day.

**Do not return this instruction to your Bank or Building Society.**