

NON-DOMESTIC RATES DIRECT DEBITS



Non-Domestic Rates
Financial Services Department
PO Box 1 Town Hall
Ripley Derbyshire DE5 3WZ
Tel: 01773 841444 (Direct Line)
Fax: 01773 841462
Minicom: 01773 841490
E-mail: nndr@ambervalley.gov.uk
Website: www.ambervalley.gov.uk

FORM REF: NDRDD (0701)

AMBER VALLEY BOROUGH COUNCIL

We are convinced that you will find DIRECT DEBITS the easiest and most convenient way to pay your Council Tax. There are several advantages, such as:

- Convenience - no trips to the Bank/Building Society.
- Simplicity - less paper work, easy to manage.
- No need to make another arrangement later.
- Time to query and stop payment if not satisfied

Along with all the advantages the Council gives a GUARANTEE that you can obtain an immediate refund from your Bank/Building Society should a payment ever be made which breaks the terms of your instruction.

The Direct Debit Guarantee



- This Guarantee is offered by all Banks and Building Societies that take part in the Direct Debit Scheme.
- If the amounts to be paid or the payment dates change Amber Valley Borough Council will notify you 14 working days in advance of your account being debited or as otherwise agreed.
- If an error is made by Amber Valley Borough Council or your Bank or Building Society, you are guaranteed a full and immediate refund from your branch of the amount paid.
- If you cancel a Direct Debit at any time by writing to your Bank or Building Society, please also send a copy of your letter to Amber Valley Borough Council.

You may pay either:

- Monthly until January. Payments will be taken on the 15th or 30th of each month. Please tick your preferred payment date and frequency of payment.
- Half yearly on 30th April and 30th October.
- Annually on 30th April.

Please complete and return to PO Box 1, Town Hall, Ripley, Derbyshire DE5 3WZ

✂ Please cut here

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



Please fill in the whole form and send it to:
**Amber Valley Borough Council, Po Box 1,
Town Hall, Ripley DE5 3WZ**

Originators Identification Number

9 7 1 3 6 1

1. Name and full postal address of your Bank or Building Society Branch.

To: The Manager _____ _____ Bank or Building Society Address _____ _____ Postcode _____
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4. Branch sort code
(from the top right
hand corner of your
cheque)

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5. Non-Domestic Rates
reference number

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6. Please tick your preferred payment date 15th 30th

property
address

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2. Name(s) of
account holder(s)

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3. Bank or Building Society
Account Number

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7. Instruction to your bank or Building Society
Please pay Amber Valley Borough Council Direct Debits from the
account detailed on this instruction subject to the safeguards
assured by The Direct Debit Guarantee.

Signature(s)

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Date

Banks and Building Societies may not accept Direct Debit Instructions from some types of account