



Knowsley Council



Please complete all of the form in ink and return it to:

Knowsley MBC
Municipal Buildings (Yorkon)
Archway Road
Huyton
Knowsley
L36 9YU

Name(s) of Account Holder(s)

[Empty box for name]

Bank/Building Society Account Number

[Empty boxes for account number]

Branch Sort Code

[Empty boxes for branch sort code]

Name and full postal address of your Bank or Building Society

To the Manager Bank/Building Society
Address
Postcode

Signature(s)
Date

Instruction to your Bank or Building Society to pay Non-Domestic Rates by Direct Debit

Service Users Number

8 5 2 2 7 3

Reference Number

[Empty boxes for reference number]

FOR K.M.B.C & CUSTOMER USE ONLY

This is not part of the instruction to your Bank or Building Society.

Address:

----- Post code -----

Please indicate your preferred instalment date, (tick one box)

1st 5th 15th 24th

If not indicated otherwise, I shall claim on the 5th.

Please indicate if you wish to pay over 10 or 12 monthly instalments. If not indicated, instalments will default to 10.

Instruction to your Bank or Building Society

Please pay Knowsley Borough 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 Knowsley Borough Council and, if so, details will be passed electronically to my Bank / Building Society.

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



This Guarantee should be detached and retained by the ratepayer.



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, Knowsley MBC will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Knowsley MBC 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 Knowsley 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 Knowsley MBC 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.