

# DIRECT DEBIT INSTRUCTION

## Business Rates



Please complete this form to pay your Business Rates by Direct Debit.

Business Rates reference

3180432

Business name and address

PRIORY GATE SSAS, 2ND FLOOR, CARLTON HOUSE  
42-44 WEST ST., DUNSTABLE, LU6 1TA

Please select your preferred payment date (✓)

5<sup>th</sup> ☐

9<sup>th</sup> ☐

19<sup>th</sup> ☒

Last day of the month ☐

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



Please fill in the whole form and send it to:

Central Bedfordshire Council  
Watling House  
High Street North  
Dunstable  
Bedfordshire  
LU6 1LF

Service User Number

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Name(s) of Account Holder(s)

PRIORY GATE SSAS

Reference

P R I O R Y B E D S E

Name and full postal address of your Bank or Building Society

To: The Manager Bank/Building Society  
AIB ALLIED IRISH BANK  
Address ST. JAMES' HOUSE  
CHARLOTTE STREET Postcode  
LANCASHIRE M1 4D2

Instruction to your Bank or Building Society

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

Bank/Building Society account number

04919088

Signature(s)

Date

23/11/2017.

Branch Sort Code

238396

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 Central Bedfordshire Council will notify you 14 working days in advance of your account being debited or as otherwise agreed. If you request Central Bedfordshire 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 Central Bedfordshire 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 Central Bedfordshire 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.

