

# Revenue Services

**South Kesteven District Council**  
Council Offices, St. Peter's Hill  
Grantham, Lincolnshire, NG31 6PZ  
Tel: 01476 40 60 80  
Fax: 01476 40 60 00  
DX27024 - Grantham  
www.southkesteven.gov.uk



## Instruction to your bank or Building Society to pay by Direct Debit

Please fill in the whole form and send to:-

REVENUE SERVICES  
SOUTH KESTEVEN DISTRICT COUNCIL  
COUNCIL OFFICES  
ST. PETER'S HILL  
GRANTHAM  
LINCOLNSHIRE  
NG31 6PZ  
DX: Grantham 27024

Name and full postal address of your Bank/Building Society

To the Manager .....	Bank/Building Society
Address .....	
Postcode .....	

Name(s) of Account Holder

Bank Account No.

Bank Sort Code (from the top right hand corner of your cheque)

Originators Identification No.

Non-Domestic Rates Account No.

Payment Frequency please select  
Monthly  Half Yearly  (1st May & 1st Nov)  
Preferred date  
1st  15th  Annually  1st April  
For South Kesteven District Council use only. This is not part of the instruction to your Bank/Building Society.

### Instructions to your Bank or Building Society:-

Please pay South Kesteven District Council from the account detailed on this instruction subject to the safeguards assured by the Direct Debit Guarantee.

I understand that this instruction may remain with South Kesteven District Council and if so will be passed electronically to my Bank or Building Society.

Signature(s) .....

Date .....

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

## ONLY DIRECT DEBIT GIVES YOU A GUARANTEE

This guarantee should be detached and retained by the payee



### 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, South Kesteven District Council will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request South Kesteven District Council to collect 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 South Kesteven District 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 South Kesteven District Council ask 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.