

# Revenue Services

## South Kesteven District Council

Council Offices, The Picture House,  
St Catherine's Road, Grantham,  
Lincolnshire, NG31 6TT

www.southkesteven.gov.uk



SOUTH  
KESTEVEN  
DISTRICT  
COUNCIL



### 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, THE PICTURE HOUSE  
ST. CATHERINE'S ROAD  
GRANTHAM  
LINCOLNSHIRE  
NG31 6TT

Originators  
Identification No.

2 8 4 0 8 5

Non-Domestic Rates  
Account No.

|  |  |  |  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|--|--|--|
|  |  |  |  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|--|--|--|

Payment Frequency please select

10 months

Preferred date

1st  15th

12 months

For South Kesteven District Council use only. This is not part of the instruction to your Bank/Building Society.

Name and full postal address of your Bank/Building Society

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

#### 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.

Name(s) of Account  
Holder

Bank Account No.

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

|  |  |  |  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|--|--|--|
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|--|--|--|--|--|--|--|--|--|--|--|--|

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.