



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



Originator's Identification Number

9 9 1 3 9 5

Please fill in the whole form in BLOCK CAPITALS and send it to: **Information Station, Old Station Building, Queensway, Newport NP20 4AX**

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

To: The Manager

..... Bank or Building Society

Address

.....

.....

..... Post Code

2 Name(s) of Account holder(s)

5 Rates Reference Number

3 Branch sort code

(from the right hand corner of your cheque)

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4 Bank or Building Society Account Number

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6 Instruction to your Bank or Building Society

Please pay Newport City Council Direct Debits from the account detailed on this instruction subject to the safeguards assured by the Direct Debit Guarantee.

Signature(s)

.....

.....

Date

BANKS AND BUILDING SOCIETIES MAY NOT ACCEPT DIRECT DEBIT INSTRUCTIONS FROM SOME TYPES OF ACCOUNT

The Direct Debit Guarantee

- This Guarantee is offered by all Banks and Building Societies that take part in the Direct Debit Scheme. The efficiency and security of the scheme is monitored and protected by your own Bank or Building Society.
- If the amounts to be paid or the payment dates change, you will be told of this in advance by at least 14 days as agreed.
- If an error is made by Newport City Council or your Bank or Building Society, you are guaranteed a full and immediate refund from your branch of the amount paid.
- You can cancel a Direct Debit at any time by writing to your Bank or Building Society. Please also send a copy of your letter to us.

