

ASHFIELD DISTRICT COUNCIL

Revenue Services

Urban Road,
Kirkby-in-Ashfield,
Nottingham.
NG17 8DA

Tel: 01623 457325
www.ashfield.gov.uk
revenuesrecovery@ashfield.gov.uk

Our Ref:

Your ref:

Date:

Dear

Payment by Direct Debit

Thank you for enquiring about paying your Sundry Debtor Invoices by Direct Debit and I have set out below the advantages of this easy and simple way to pay.

There are no cheques to write, no paperwork or postage and there's no queuing, because payments are made for you, by your Bank or Building Society - and it helps us to keep our costs under control. Receiving payment by Direct Debit enables the Council to reduce collection costs, a saving that will be passed to you in the form of better services.

Your Questions Answered

Q. A.	Will it cost to pay by Direct Debit? No - Banks do not normally charge for Direct Debit.	Q. A.	Can the Council take money out of my account as they like? No. We can only collect the authorised amount. If this or the date of collection changes, you have to be told in advance so that you have time to query the bill.
Q. A.	Can I cancel a Direct Debit instruction? Yes, instructions are cancelled by writing to your Bank/Building Society. Send a copy of the cancellation to the Revenues Division.	Q. A.	Can any organisation collect money by Direct Debit? No. All those wishing to join the scheme are subjected to a detailed investigation by their Bank or Building Society. Only those with proper financial standing are allowed to collect money by Direct Debit.
Q. A.	What happens if a mistake is made? The Bank/Building Society must give you an immediate refund if ever money is wrongly collected.	Q. A.	Can I pay on any date I like? No. Payments must be paid on the same date - the 14th of each month.
Q. A.	What sort of account do I need to use Direct Debits? Any Bank or Building Society current account can be used to pay by Direct Debit. Some special deposit accounts now allow them - just ask your branch.	Q. A.	How can I be sure that my Invoice has been paid? Direct Debit payments appear on your regular Bank or Building Society statement, but if you want information about a particular payment just contact your branch.
Q. A.	Will I still receive Invoices? Yes. You will still get your Invoices, but they will be for information only.		

Please fill in the details below to ensure the correct details are assigned to your account for trade waste

Name of Company

Name of Proprietor(s)

Limited

Sole Trader

Charity/School

Other:

Address including Postcode

Contact Number

Email

Invoice Address (if different from above)

Ashfield District Council Revenue Services



Please fill in the whole form using a ball point pen with black ink and send it to:

Revenue and Customer Services
Ashfield District Council
Urban Road
Kirkby in Ashfield
NOTTINGHAM
NG17 8DA

Name(s) of Account Holder(s)

Bank/Building Society Account Number

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Branch Sort Code

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Name and full postal address of your
Bank or Building Society

To: The Manager

Address:

.....Postcode.....

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

Originators Identification Number

9	7	3	2	2	8
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This is not part of the instruction to your Bank or Building Society

Instruction to your Bank or Building Society

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

Signature(s)

Date

Sundry Debtor's Reference Number

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Bank 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

- The 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, Ashfield District Council will notify you ten working days in advance of your account being debited or as otherwise agreed. If you request Ashfield District 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 Ashfield 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 Ashfield District 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.