



**Liverpool City Council
Business Rates Section
P.O. Box 2012
Municipal Buildings
Dale Street
Liverpool L69 2DX**

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Premises:



Originators Identification Reference

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Payment Reference Number:

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

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

Name and full postal address of your Bank or Building Society

To the Manager	Bank/Building Society
Address	
Postcode	

Name(s) of Account Holder(s)

Bank/Building Society Sort Code

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Bank/Building Society Account Number

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Signature(s):

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Date:

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Payment date: 21st of each month

Please fill in the whole form using a ballpoint pen and send it to the address at the top of the page.

N.B. 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 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 Liverpool City Council will notify you ten working days in advance of your account being debited or as otherwise agreed.
- If an error is made by Liverpool 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.

