

**INSTRUCTION TO YOUR  
BANK/BUILDING SOCIETY TO  
PAY BY DIRECT DEBIT**

**YOUR NAME & ADDRESS:**

Originator's ID Number

**9 9 1 0 1 5**

**PLEASE COMPLETE THIS FORM IN BLACK INK AND RETURN IT TO:-  
REVENUES SERVICES, FLINTSHIRE COUNTY COUNCIL,  
COUNTY HALL, MOLD, FLINTSHIRE. CH7 6NA  
TEL No: 01352 704848**

1. Your Business Rates account reference number

2. Your Bank Sort Code

3. Your Bank/Building Society Account Number

4. Name of Account Holder/s (As detailed on your bank statement)

5. The Name, Address and Postcode of your Bank/Building Society

For Flintshire County Council official use only. This is not part of the instruction to your bank/building society

**PAYMENT CHOICE**

Please select your preferred payment date by placing a tick (✓) in one of the boxes below.

Monthly Payments on the:

|     |     |      |      |
|-----|-----|------|------|
| 1st | 8th | 18th | 25th |
|     |     |      |      |

**Instruction to Your Bank/Building Society**

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


Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Would you like to receive your council tax bill by e-mail?      Yes\*       No

\*E-mail address: \_\_\_\_\_

This guarantee should be detached and retained by payer

**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 Flintshire County Council will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Flintshire County 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 Flintshire County 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 Flintshire County 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.**

## **Privacy Notice**

Flintshire County Council will use the information you give in this form to call direct debit payments from your bank/building society account in order to pay your Non Domestic Rates.

We will keep your data for the duration when you are liable to pay Non Domestic Rates and for a period of 7 years after your liability to pay Non Domestic Rates has ended.

The instruction will remain with Flintshire County Council but the details will be passed electronically to your bank/building society.

*If you feel that Flintshire County Council have mishandled your personal data at any time you can make a complaint to the Information Commissioners Office by visiting their website or by calling their helpline on 0303 123 1113.*

*For further information about how Flintshire County Council processes personal data and your rights, please see our privacy notice on our website –*

*<http://www.flintshire.gov.uk/en/Resident/Contact-Us/Privacy-Notice.aspx>*