

Please quote your Business Rates account number in the Reference number box for ease of identification.

Please return the completed mandate to,
Durham County Council
Revenues and Benefits
PO Box 238
Stanley
County Durham
DH8 1FP

Alternatively if you can print, sign and scan the mandate back to us. Please send to businessrates@durham.gov.uk

Thank you.



Please fill in the whole form including official use box using a ball point pen and sent it to:

Durham County Council PO Box 238 Stanley County Durham DH8 1FP
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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	Bank/building society
Address	
Postcode	

Reference (Non Domestic Rates Account Reference)

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Service user number

2	5	0	5	8	5
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This is not part of the instruction to your bank or building society.

Non Domestic Rates
Property Reference

Your address

Daytime Telephone No:

Please tick to indicate your preferred payment date: **Monthly on :**

1st

8th

15th

22nd

Or alternatively:

Weekly (on a Friday)	
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OR

Fortnightly (on a Friday)	
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Instruction to your bank or building society

Please pay Durham 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 Durham County Council and, if so, details will be passed electronically to my bank/building society.

Signature(s)

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Date

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Banks and building societies may not accept Direct Debit Instructions for some types of account

DD11

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 accept instructions to pay Direct Debits
- If there are any changes to the amount, date or frequency of your Direct Debit Durham County Council will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Durham 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 Durham 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 Durham 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.