

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

Please fill in the whole form using a ballpoint pen and send it to:

**Land & Property Services
(Rating Service)**

**Central Collection Section
Londonderry House
21/27 Chichester Street
Belfast
BT1 4JB**

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	

Originator's Identification Number

9	6	1	3	5	8
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Property Address

Frequency of Payments (please tick)

Annually or Instalments

Reference Number (Account ID and Ratepayer ID)

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Instruction to your Bank or Building Society. Please pay the Rate Collection Agency 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 the

Rate Collection Agency and, if so, details will be passed electronically to my Bank/Building Society.

Signature(s)

Date
Telephone Number

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 the Rate Collection Agency will notify you 10 working days in advance of your account being debited or as otherwise agreed.
- If an error is made by the Rate Collection Agency 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.