



# PAYING THE NON-DOMESTIC RATES - MADE EASY!

No more queuing, postage or the need to remember - just one signature and you can leave the rest to your Bank or Building Society. Simply complete and return the Direct Debit Instruction overleaf - that's all it takes

**PLEASE KEEP THIS IN A SAFE PLACE**

## 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, you will be told of this in advance by at least 14 days
- If an error is made by South Northamptonshire 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



## So how do you change to Direct Debit?

Simply complete and return the Direct Debit Instruction immediately.

Look forward to paying the easy way - return the form today.

If you do not wish to utilise the DIRECT DEBIT system you may make the following alternative arrangements

### ALTERNATIVE WAYS TO PAY



#### STANDING ORDER

Credit South Northants Council, Account No 078-45-537 National Westminster Bank PLC Sort Code 55-70-06 **and** quote your Non-Domestic Rates Reference Number

#### BY INTERNET

You can now also pay your Council tax via our website at [www.southnorthants.gov.uk](http://www.southnorthants.gov.uk)

#### NATIONAL GIRO

Credit South Northants Council Account No 414 5127 and quote your Name, Address and Non-Domestic Rates Reference Number (Giro may make a small charge for this service)



*If you select one of these methods of payment, to ensure that the money reaches your account on the instalment due date we recommend that it is deducted from your account at least 7 calendar days prior to the first of each month*



#### AT THE COUNCIL OFFICES OR BY POST

Your instalment card should accompany each payment which may be made to either of the collection offices during the hours shown below or sent to the addresses shown overleaf. Cash should only be sent by registered post. Cheques and postal orders should be made payable to South Northamptonshire Council and crossed.

COLLECTION HOURS	Monday - Thursday	8 45am - 5 00pm	( <u>TOWCESTER</u> )
	Fridays	8 45am - 4 30pm	
	Monday - Friday	10am - 4pm	( <u>BRACKLEY</u> )
	Saturday	10am - 12pm	