



D-02477

# MORAY COUNCIL TAXATION SERVICES NON DOMESTIC RATES

**PLEASE KEEP THIS IN A SAFE PLACE**

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

✂ Please detach along dotted line

**Please tick one box below to indicate your preferred Non Domestic Rates instalment plan.**

**MONTHLY**

☐

**QUARTERLY**

☐

**HALF-YEARLY**

☐

**ANNUALLY**

☐

**For full details on Non Domestic Rates instalment plans, see overleaf.**

(Note - If you do not express a preference, we will collect your instalments from your bank account monthly on the 21st.)

**If we need to get in touch with you, please provide your contact telephone number and/or email: .....**

To have complete control over the way you pay, simply complete this instruction and send it to:

**FREEPOST RTKJ-GBUE-ALTE, TAXATION SERVICES,  
MORAY COUNCIL, COUNCIL OFFICE, HIGH STREET, ELGIN IV30 1BX**



## INSTRUCTION TO YOUR BANK OR BUILDING SOCIETY TO PAY DIRECT DEBITS



8 0 2 7 0 5

Originators Identification Number

### 1. Name and address

Name \_\_\_\_\_

Address \_\_\_\_\_

Postcode \_\_\_\_\_

### 2. Name and full postal address of your bank or building society

To: The Manager Bank/Building Society

Address \_\_\_\_\_

Postcode \_\_\_\_\_

### 3. Name bank account is held in

### 4. Your bank or building society account number

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### 5. Branch Sort Code (found in the top right corner of your cheque)

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### 6. Your Non Domestic Rates reference (found on your bill)

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### 7. Instruction to your Bank or Building Society

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

Authorised signatories

\_\_\_\_\_

\_\_\_\_\_

Date \_\_\_\_\_

- Banks or Building Societies may refuse to accept instructions to pay Direct Debits from some types of account. •

## Non-Domestic Rates - Why it's better to pay by



**Direct Debit** spreads the amount of your Non Domestic Rates bill throughout the year. It ensures you do not miss a payment and allows you to keep track of your finances.



**Direct Debit** is flexible and offers a range of Instalment Plans.



**Direct Debit** ensures you **NEVER** forget to pay – your Bank will pay the correct amount automatically.



**Direct Debit** is guaranteed and ensures you are protected at all times.



**YOU** don't have to tell your Bank or Building Society if your payment amount changes – We will do that for you.



An Information Leaflet explaining Non Domestic Rates can be viewed or printed from the Moray Council's Website at:  
[www.moray.gov.uk/downloads/file98583.pdf](http://www.moray.gov.uk/downloads/file98583.pdf)

## Direct Debit – Instalment Plans Available

There are even more options of when to pay by



Instalments can be collected **Monthly** –

- 21 May to 21 February

Instalments can be collected **Quarterly** over four dates –

- 21 May
- 21 August
- 21 November
- 21 February

Instalments can be collected **Half-Yearly** over two dates –

- 21 May
- 21 November

Instalments can be collected **Annually** on one date –

- 21 June

Your Direct Debit payments will be collected on the date stated, except when the date falls on a weekend or a bank holiday, when they will be collected on the next available banking day.

## CHECK OVERLEAF FOR DETAILS