

Address of property to be paid by direct debit:

Date of issue:

### Business Improvement District (B.I.D.) Payments by Direct Debit

You will shortly be receiving your new B.I.D. bill for 2016/17. On the reverse of this letter is an instruction which allows you to pay your B.I.D. account by direct debit. This is the easiest and safest way to pay your bills. Please spare a little time to consider the advantages of direct debit.

- Once you've set up a direct debit we always send you a confirmation bill with the date and amount so that you know what's happening.
- You remain in control. This is because we give you at least 14 days notice of any changes. This means you have the opportunity to query the change and even cancel the direct debit.
- In the unlikely event of a mistake you are covered by the national direct debit guarantee (see over). In addition we will pay any bank charges incurred (subject to supporting evidence), and credit £10 to your B.I.D. account.

If you wish to pay by direct debit please complete the direct debit instruction overleaf and return it to the council at the Civic Centre, Chesterfield Road South, Mansfield, Notts NG19 7BH. Payment will be collected in full on 1<sup>st</sup> April 2016.

If you have any queries or wish to set up a direct debit over the telephone, please contact us at the Civic Centre by telephoning the billing section on 01623 463162 or by email to [bid@mansfield.gov.uk](mailto:bid@mansfield.gov.uk)

**Instruction to your Bank or Building Society to pay B.I.D. levy by Direct Debit to Mansfield District Council**

Please fill in the form and send it to: Mansfield District Council, Civic Centre, Chesterfield Road South, Mansfield, Notts, NG19 7BH

Name and full postal address of your Bank or Building Society

To: The Manager.....  
Bank/Building Society

Address.....  
.....  
.....Postcode.....

Originator's identification number

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Reference number (Council to complete)

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**Instruction to your Bank or Building Society**

Please pay Mansfield District Council Direct Debits from the account detailed in the instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that this instruction may remain with Mansfield District Council and, if so, details may be passed electronically to my Bank/ Building Society.

Name(s) of account holder(s)


Branch sort code

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Bank/Building Society account number

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Signature(s).....  
.....  
Date.....

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

<p><b>The Direct Debit Guarantee</b></p> <ul style="list-style-type: none"><li>• This Guarantee is offered by all banks and building societies that accept instructions to pay Direct Debits.</li><li>• If there are any changes to the amount, date or frequency of your Direct Debit, Mansfield District Council will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Mansfield District Council to collect a payment, confirmation of the amount and date will be given to you at the time of the request.</li><li>• If an error is made in the payment of your Direct Debit by Mansfield District 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 Mansfield District Council asks you to.</li><li>• 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.</li></ul>
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This form should be returned to the Civic Centre at the address shown above. The information you supply will be used to enable this request or notification to be carried out and will be handled in accordance with the Data Protection Act 1998. For more information please visit [www.mansfield.gov.uk/privacy](http://www.mansfield.gov.uk/privacy)