



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



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

Finance Department Douglas Corporation Town Hall Ridgeway Street DOUGLAS Isle of Man IM99 1AD	Tel: 01624 696300 Fax: 01624 696400
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Service user number

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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	

FOR DOUGLAS CORPORATION OFFICIAL USE ONLY

This is not part of the instruction to your Bank or Building Society.

Please tick the relevant box below to indicate when you wish to pay.

Weekly

Lunar

Monthly 5th or 25th

Please note that the name of our account is "Mayor Aldermen and Burgesses of Douglas".

Instruction to your Bank or Building Society. Please pay DOUGLAS CORPORATION 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 DOUGLAS CORPORATION and, if so, details will be passed electronically to my Bank/Building Society.

Signature(s)

Date

Reference

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Banks and Building Societies may not accept Direct Debit Instructions on some types of Accounts



This guarantee should be detached and retained by the Payer:

<h3>The Direct Debit Guarantee</h3> <ul style="list-style-type: none"> • 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 Douglas Corporation will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Douglas Corporation 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 Douglas Corporation 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. <ul style="list-style-type: none"> – If you receive a refund you are not entitled to, you must pay it back when Douglas Corporation 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. 	
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Direct Debit Payments

Direct Debit payments direct from your Bank account can be set up to be paid weekly, four weekly (lunar) or monthly.

Please complete the form and return to:

Finance Department
Douglas Borough Council
Town Hall
Ridgeway Street
Douglas
Isle of Man
IM99 1AD

A letter will be sent within 2 working days, confirming your payment assessment.

Important Information:

Direct Debit payments take a minimum of **10 days** to commence, once received by Douglas Borough Council.

Your Direct Debit assessment will take this period into account when calculating your weekly/monthly payments.

If however you wish to continue paying your rent until the Direct Debit commences please inform the Finance Department so that the payments can be excluded from your Direct Debit Assessment.

The Direct Debit assessment is calculated to leave your rent account **one week in advance at the end of the financial year** as per the rental agreement and therefore takes into account any arrears or advances that may already be on your rent account.

This therefore means that the Direct Debit may sometimes differ from the actual rent amount due, until the rent account balance is correct.

The Direct Debit is also calculated to **allow for your two rent free weeks**, around the Christmas period.

If you have any queries or problems with regards to your rent payments please do not hesitate to contact the Finance Department on (01624) 696343.