BOROUGH OF DOUGLAS

Borough Treasurer's Office,
Town Hall, Ridgeway Street, Douglas, Isle of Man,
IM99 1AD.

DIRECT Debit

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:-

Douglas Corporation
Town Hall
Ridgeway Street
DOUGLAS
Isle of Man
IM99 1AD Tel: (01624) 696348
Fax: (01624) 696400

Originator's Identification Number

6	5	6	8	8	7

FOR DOUGLAS CORPORATION OFFICIAL USE ONLY
This is not part of the instruction to your Bank or Building Society.

A) 1 PAYMENT 1st ☐ 15th ☐
WITH discount.
Payment taken in June

B) 3 PAYMENTS 15th ☐ 25th ☐
WITH discount.
Payments taken in April, May, June.

C) UP TO 10 MONTHLY 1st ☐ 15th ☐ 25th ☐
INSTALMENTS ending by February **WITHOUT** discount.

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

Name(s) of Account Holder(s)

Bank/Building Society Account Number

Branch Sort Code

Name and full postal address of your Bank or Building Society

To: The Manager Bank/Building Society

Address

Postcode

Reference Number (Property Code)

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

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:

DIRECT Debit

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 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
  - 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.