



NON DOMESTIC RATES

Please fill in the form using a ball point pen and send it to:

Perth & Kinross Council
Local Taxes
PO Box 7300
PERTH
PH1 5WH
TELEPHONE: (01738) 477430
(Mon - Fri 8.45am to 5.00pm)
Email: localtaxes@pkc.gov.uk

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	
<input type="text"/>	
Postcode	

First 11 Digits of the Non Domestic Rates Account Number from your bill:

5

Banks and Building Societies may not accept Direct Debit Instructions for some types of account

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

Originator's Identification Number

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FOR PERTH & KINROSS COUNCIL OFFICIAL USE ONLY

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

Property Reference:

Instruction to your Bank or Building Society

Please pay Perth & Kinross Council, Non Domestic Rates Direct Debits from the account detailed in this Instruction subject to safeguards assured by the Direct Debit Guarantee.

I understand that this instruction may remain with Perth and Kinross Council and, if so, details will be passed electronically to my Bank/Building Society.

Signature(s):

Date:

This guarantee should be detached and retained by the payer

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, Perth & Kinross Council will notify you ten working days in advance of your account being debited or as otherwise agreed. If you request Perth & Kinross 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 Perth & Kinross 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 Perth & Kinross 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.

Non Domestic Rates Account Number

Property Reference

Property Address:

PAYING BY DIRECT DEBIT

Perth and Kinross Council currently operates a monthly Direct Debit scheme for payment of Non Domestic Rates. An increasing number of customers within Perth and Kinross area have chosen to pay their Non Domestic Rates by this method.

DIRECT DEBIT IS THE MOST EFFICIENT WAY TO PAY. It may save you standing in queues to pay, writing cheques and prevent you receiving unwanted recovery notices for late payment. It also reduces the cost of collecting your Non Domestic Rates.

If you have a bank/building society account why not apply by simply completing the Direct Debit Instruction on the reverse of this letter and return it immediately. Alternatively, you can set up a Direct Debit on line at www.pkc.gov.uk/nondomesticrates

You will be notified in advance of the amounts due and the dates when payment will be collected from your bank/building society. You need take no further action.

FURTHER INFORMATION

Should you require any further information please telephone us on (01738) 477430 or call in person to The Customer Services Point at Pullar House, 35 Kinnoull Street, Perth, PH1 5GD, where a member of staff would be pleased to help.

You can also e-mail us at localtaxes@pkc.gov.uk

DATA PROTECTION

Any information you have provided will be used for the billing and collection of local taxes and the recovery of any unpaid debts due to the Council. Disclosures to third parties will only be made to agents employed by Perth & Kinross Council to recover unpaid debts and to those organisations with a legal right of access, e.g. HMRC. This authority is under a duty to protect the public funds it administers, and to this end may use the information you have provided for the prevention and detection of fraud therefore it may also share this information with other bodies for these purposes, e.g. Audit Scotland.

In terms of The Data Protection Act 1998, you are entitled to know what information Perth & Kinross Council hold about you, on payment of a fee of £10. Application should be made to the Data Protection Officer, Blackfriars Development Centre, North Port, Perth, PH1 5LU. Phone 01738 477933 or email dataprotection@pkc.gov.uk