

**Financial Services - Revenues**  
 Direct Line: 01865 249811  
 Email: brates@oxford.gov.uk



**St Aldate's Chambers**  
 109 - 113 St. Aldate's  
 Oxford OX1 1DS



Account no:

Date:

Relevant  
 Address

Dear Ratepayer

**Now You Can Pay Your Business Rates When It Suits You.**

Oxford City Council can now offer you a **choice of dates** on which you can pay your Business Rates, but only if you pay by **Direct Debit**. This means that you can pay your monthly instalments on a date more **convenient to you**.

Paying by **DIRECT DEBIT** will save you considerable time and effort and has many advantages: there are no cheques to write; no paperwork or postage; and there's no queuing because **Oxford City Council** can arrange payments for you with your Bank or Building Society.

This information may also be used to transfer any overpayment back directly in to your bank account.



**Direct Debit** is safer than cash and you have a MONEY BACK GUARANTEE (see over).

To pay by **Direct Debit**, simply complete the instruction below, choose which date in the month you prefer: **1st, 5th, 15th, or 25th** and return to us FREEPOST, no stamp required.



I wish to pay monthly on or immediately after this date:

1st  5th  15th  25th (Please tick preferred date) This is not part of the instruction to your Bank or Building Society

	<b>Instruction to your Bank or Building Society to pay by Direct Debit</b> Please fill in the whole form and send it to:																		
	Freepost OXFORD CITY COUNCIL																		
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9	7	1	6	9	9														
1. Name and full postal address of your Bank or Building Society branch		3. Branch Sort Code																	
<table border="1"> <tr> <td>To: The Manager</td> <td>Bank or Building Society</td> </tr> <tr> <td colspan="2">Address</td> </tr> <tr> <td colspan="2">Postcode</td> </tr> </table>		To: The Manager	Bank or Building Society	Address		Postcode		<table border="1"> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table>											
To: The Manager	Bank or Building Society																		
Address																			
Postcode																			
2. Name(s) of account holder(s)		4. Bank or Building Society Account Number																	
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7																			
<b>Bank and Building Societies may not accept Direct Debits from some types of account.</b>		5. Business Rates Account number																	
		6. Instruction to your Bank or Building Society Please pay Oxford City Council Direct Debits from the account detailed on this instruction subject to the safeguards assured by The Direct Debit Guarantee. I understand that this may remain with Oxford City Council, if so details will be passed electronically to my Bank or Building Society.																	
		<table border="1"> <tr> <td>Signature(s)</td> </tr> <tr> <td>Date</td> </tr> </table>		Signature(s)	Date														
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## THE ADVANTAGES OF DIRECT DEBIT

- The **DIRECT DEBIT** Guarantee
- You can forget queues, cheques, stamps
- You remain in control
- It's paid monthly but you only sign one form and your bank or building society does the rest
- You don't have to remember when to pay, the Council organises the payment for you
- Your Business Rates account is credited immediately unlike other methods which can take up to 10 days

Collecting Local Taxes by **DIRECT DEBIT** is much more efficient and cheaper for the Council which benefits everyone in our community.

## 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 Oxford City Council will notify you (normally 10 working days) in advance of your account being debited or as otherwise agreed. If you request Oxford City 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 Oxford City 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 Oxford City 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 Oxford City Council.

The Guarantee covers Direct Debit payments.  
It cannot be used to address contractual disputes between you and Oxford City Council.



Please address as below, making sure Oxford City Council is written in capitals.  
Alternatively place this section in a window envelope.

Freepost OXFORD CITY COUNCIL