

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

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

Non-Domestic Rates
The Highland Council
Exchequer Section
PO Box 5650
Inverness
IV3 5YX

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	

Rates Payment Reference Number

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Service User Number

7	0	2	8	1	6
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This is not part of the instruction to your Bank or Building Society.

To be completed by Ratepayer

I wish to pay by (please tick **one** box)

1 lump sum payment on the 1st Oct

OR

2 instalments,
half on 1st Aug and balance on 1st Nov

OR

10 Monthly instalments on the 1st or 15th or 28th
of the month (ending in February)

Please Note: If your request is received too late to begin your first instalment in May, we will divide the amount due over the remaining months.

Instruction to your Bank or Building Society

Please pay The Highland Council 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 The Highland Council and, if so, details will be passed electronically to my Bank/Building Society.

Signature(s)

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Date

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

This guarantee should be detached and retained by the payer

Rates Payment Reference Number

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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 The Highland Council will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request The Highland 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 The Highland 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 The Highland 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.

CHANGE OF CIRCUMSTANCES

Change of ownership, tenancy or occupancy? Have you vacated or moved into a property?

Changes should be notified immediately in writing by downloading a Change in Circumstances Form from the Council's website at www.highland.gov.uk under "N" for Non Domestic Rates (How to contact us). Please submit your completed and signed form to the:

Non Domestic Rates Team, Exchequer Section, PO Box 5650, Inverness, IV3 5YX.

Alternatively, you may wish to write to us at the above address

or

Email us at nondomesticrates@highland.gov.uk

Please DO NOT send personal or sensitive information to this email address

or

Telephone: 01463 702984

Non Domestic Rates Small Business Bonus Scheme Are you paying too much rates?

You could receive up to 100% relief on your business rates. If you have business properties in Scotland with a combined rateable value of £25,000 or less you could qualify for relief at the following levels:

Combined rateable value of all business properties in Scotland	Percentage of Relief available subject to eligibility			
	2008/09	2009/10	2010/11	2011/12
Up to £8,000	80%	100%	-	-
£8,001 to £10,000	40%	50%	-	-
£10,001 to £15,000	20%	25%	-	-
Up to £10,000	-	-	100%	100%
£10,001 to £12,000	-	-	50%	50%
£12,001 to £18,000	-	-	25%	25%
£18,001 to £25,000	-	-	25%*	25%*

* on each individual property with a rateable value of £18,000 or less

It's not too late to apply for relief in respect of financial years 2008/2009, 2009/2010 and 2010/11. If you have not already done so, and you consider you meet the qualifying conditions, please complete an application form and return it as soon as possible to the:

Non Domestic Rates Team, PO Box 5650, Inverness, IV3 5YX

Application forms are available from the Council's website at www.highland.gov.uk under "N" for Non Domestic Rates (Reliefs and Remissions).