



Instruction to your bank or building society to pay by Direct Debit

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

Treasury Financial Governance Division,
Rates Section,
Government Office
Bucks Road
Douglas,
Isle of Man
IM1 3PX

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 TREASURY/CUSTOMER USE ONLY
This is not part of the instruction to your bank or building society.

Please read the information overleaf and ensure you tick one of the boxes below to indicate your preferred payment option.

- a) 1 Payment of the **net** amount taken on the 26th June
- b) The **net** amount taken over 3 payments on 26th April, May & June
- c) Monthly payments taken between May & February in each rating year, **without** discount, on the 5th or 26th 5 26

Instruction to your bank or building society

Please pay The Treasury 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 Treasury and, if so, details will be passed electronically to my bank/building society.

Signature(s)

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Date

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Reference: **INSERT PROPERTY CODE IN BOXES BELOW**

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Banks and building societies may not accept Direct Debit Instructions for some types of account

DD11

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

Please complete the address for which this direct debit instruction is for below and ensure you have completed the form overleaf including the payment method required.

NB A separate instruction is required for each property you wish to pay for by direct debit.

<p><u>Property address:</u></p> <hr/> <hr/> <hr/> <hr/>

You will be sent a schedule of payments before we start collecting payments for this year and in subsequent years it will appear on the back of your rate demand.

If you have any queries please e mail rates@gov.im or telephone (01624) 685661