



**MORAY COUNCIL  
TAXATION SERVICES  
NON DOMESTIC RATES STANDING ORDER MANDATE**

If you choose to pay your Non Domestic Rates by Standing Order then you must complete a new mandate **each** financial year for **each** property that you are paying rates for. If the sum(s) payable change during the year the onus is on you, the payer, to cancel your original instructions to the Bank or Building Society and complete a new mandate.

The mandate(s) must be signed by Authorised Signatories and passed to your bank or building society for payment.

If you have any questions regarding this mandate, or require assistance completing it, please contact:  
The Non Domestic Rates Team, Moray Council, Council Offices, High Street, Elgin, IV30 1BX.  
Telephone 01343 563456.

**MANDATE TO YOUR BANK OR BUILDING SOCIETY TO MAKE STANDING ORDER PAYMENTS**

Please debit my account on the 1<sup>st</sup> day of each month in accordance with the schedule shown in Section 2 below, and credit the Moray Council Account NDR SO 00111513, held at the Bank of Scotland PLC, 90 High Street, Elgin, IV30 1BN. (Sort Code 80-06-66).

**1 Company name and business address**

Name	_____
Address	_____
	_____
	_____ Postcode _____

**2 Your payment schedule**

£ _____ in _____ (month) 20 _____ (year) and
£ _____ each month from
_____ 20 _____ to _____ 20 _____ (month) (year) (month) (year)
inclusive.

**3 Name and address of your business' bank or building society**

Name	_____
Address	_____
	_____
	_____
	_____ Postcode _____

**4 Your bank or building society account number**

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**5 Branch Sort Code** (in the top right corner of your cheque)

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**6 Name(s) your bank or building society account is held in**

_____
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**7 Non Domestic Rates reference** (to be quoted with every payment). This instruction cancels any previous mandate under the Non Domestic Rates reference number shown below.

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**8 Authorised signatories and date**

	Date
_____	_____
	Date
_____	_____

**PLEASE REMEMBER TO SIGN THIS MANDATE**