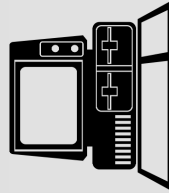




Non-Domestic Rates

Other ways to pay...



INTERNET

www.moray.gov.uk & click on Online Payments, available 24hrs a day, 7 days a week.



TELEPHONE

Ring the number on your bill or correspondence & speak to a member of staff - available 9am-5pm Monday - Friday.



AUTOMATED TELEPHONE

0845 601 4444 available 24hrs a day, 7 days a week. (Rent, 'HBO' Housing Benefit Invoices, 'INS' Tenants insurance Invoices, Council Tax and Non Domestic Rates only)

Payment can be made using any of the following methods



An Information Leaflet explaining Non-Domestic Rates can be viewed or printed from the Moray Council's Website at www.moray.gov.uk/downloads/file70897.pdf

396020

Direct Debit - Instalment Plans Available

There are even more options of when to pay by



Instalments can be collected Monthly
21st May to 21st February

Instalments can be collected Quarterly over four dates -

21st May **21st August**
21st November **21st February**

Instalments can be collected Half-Yearly over two dates -

21st May **21st November**

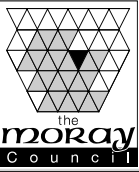
Instalments can be Deferred over six dates -
21st September

This instalment will include ALL monthly instalments due up to and including September then monthly thereafter from - **21st October to 21st February** inclusive

Instalments can be collected Annually on one date -
21st September

Your Direct Debit payments will be collected on the date stated, except when the date falls on a weekend or a bank holiday, when they will be collected on the next available banking day.

**CHECK INSIDE
FOR DETAILS**



THE MORAY COUNCIL CORPORATE SERVICES

PLEASE KEEP THIS IN A SAFE PLACE

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

Please detach along dotted line

Please tick one box below to indicate your preferred instalment plan.

MONTHLY instalments until Feb.

QUARTERLY

HALF-YEARLY

ANNUALLY

DEFERRED Sept. - Feb.
(see full details overleaf)

(Note - If you do not express a preference, we will collect your instalments from your bank account monthly on the 21st.)

To have complete control over the way you pay, simply complete this instruction and send it to:

THE CHIEF FINANCIAL OFFICER, THE MORAY COUNCIL, FREEPOST SCO 721, PO BOX 5758, ELGIN, IV30 1BR



INSTRUCTION TO YOUR BANK OR BUILDING SOCIETY TO PAY DIRECT DEBITS



8 0 2 7 0 5

Originators Identification Number

1 Name and address

Name _____
 Address _____

 Postcode _____

4 Your bank or building society account number

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

			-				-			
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6 Your Non Domestic Rates reference (found on your bill)

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7 Instruction to your Bank or Building Society

Please pay The Moray Council Direct Debits from the account detailed in this Instruction subject to the safeguards assured by the Direct Debit Guarantee.

Authorised signatories

 Date _____

3 Name bank account is held in

