



STANDING ORDER PAYMENT FOR NON-DOMESTIC RATES

If you choose to pay your Non-Domestic Rates by Standing Order then you must complete a fresh Mandate each financial year. If the sum payable changes during the year the onus is on you, the payer, to cancel your original instructions to the Bank or Building Society and complete an amended Mandate.

A separate Mandate should be completed for each property for which you are paying rates. The Mandate(s) must be signed by Authorised Signatories.

To pay your Non-Domestic Rates by Standing Order, please proceed as follows:-

1. Enter your name, address and postcode in BLOCK CAPITALS in Box A below.
2. Enter the property address and postcode, if different, in Box B below.
3. Complete the Mandate below in accordance with the instructions given.
4. Forward this form, as soon as possible, direct to your Bank or Building Society.
5. Should you have any difficulty completing this mandate, please contact your local Revenues office.

MANDATE TO YOUR BANK OR BUILDING SOCIETY TO PAY STANDING ORDER AMOUNTS

Box A

Name

Address

.....

..... Postcode

Box B

Property

.....

.....

..... Postcode

Please complete parts 1 to 5 to instruct your Bank or Building Society to make Non-Domestic Rates Payments directly from your account, then forward the form to your Bank or Building Society for attention.

1. NAME AND ADDRESS OF YOUR BANK/BUILDING SOCIETY.

To: **The Manager**

..... Bank/Building Society

.....

..... Postcode

2. BANK/BUILDING SOCIETY ACCOUNT NUMBER.

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3. NAME(S) OF THE ACCOUNT HOLDER(S)

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4. ACCOUNT REFERENCE (from the Account)

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5. INSTRUCTIONS TO THE BANK/BUILDING SOCIETY AND SIGNATURES OF THE AUTHORISED SIGNATORIES.

At debit of my account, herein quoted, please pay to the Clydesdale Bank PLC, Principal Branch, 1 Queens Cross, Aberdeen AB15 4NU (Sort Code No. 82-60-11), for credit of Aberdeenshire Council Account No. 70002097 on the 21st day of each month, the following rates instalments:

£ in the month of 20

£ in each month from 20

to 20

(please quote details from the Non-Domestic Rates Account)

At the time of each payment please quote the Account Reference shown at part 4 of this Mandate;

Authorised Signatories

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Date