



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:

CITB Levy & Grant Customer Operations Bircham Newton King's Lynn Norfolk PE31 6RH
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Originator's Identification No

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CITB Levy Registration Number

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Bank/Building Society Account No.

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Branch Sort Code

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(from top right hand corner of your cheque book)

Name(s) of Account Holder(s)

Instructions to your Bank or Building Society.

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

Name and full postal address of your Bank/Building Society

Bank or Building Society:
Address
Postcode:

Signature(s):
Date:

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



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

IMPORTANT NOTES ABOUT PAYING BY DIRECT DEBIT

If you complete your annual CITB Levy Return, you can pay by up to ten monthly Direct Debit instalments.

We make no charge for this service and you will receive notice of how much is payable before any monies are collected from your bank. Once you have signed up for this Direct Debit instalment arrangement, we will do the rest for you, it's as simple as that.

Next year you will receive your combined CITB Levy Assessment Notice and Direct Debit Advanced Notice at least ten days prior to the first payment being taken from your bank account. This document will show you the amount of CITB Levy you owe, and confirm the payment dates and amounts of the instalment arrangement. Please read the Direct Debit Guarantee for more details.

As long as you complete your CITB Levy Return each year, the arrangement will remain in place and there is nothing more for you to do. We can only continue Direct Debit instalment arrangements on CITB Levy Assessments based on completed CITB Levy Returns.

If you have any queries on the above, please call us on 0344 994 4455.