![DCC_RGB[1].png]()

**SEPA Direct Debit Mandate**

**Dublin City Council**: Rates Section

**SEPA Direct Debit Mandate**

Unique Mandate Reference

 To be completed by Dublin City Council

By signing this mandate form, you authorise (A) Dublin City Council to send instructions to your bank to debit your account and (B) your bank to debit your account in accordance with the instruction from Dublin City Council. As part of your rights, you are entitled to a refund from your bank under the terms and conditions of your agreement with your bank.

A refund must be claimed within 8 weeks from the date on which your account was debited.

**Please complete all the fields marked \***

Please complete in BLOCK CAPITALS

|  |  |
| --- | --- |
| Debtor name (your name) | \* |
| Phone Number / Email | \*Phone: | Email: |
| Property Reference number | \* |
| Property address | \* |
| Debtor address |  |
| City |  |
| Post code / Eircode |  |
| Country |  |
|  | 22 digits/characters |
| Debtor Account Number- IBAN\* |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  Usually 8 characters |  **(for office use only)** |
| Debtor Bank Identifier Code –BIC\* |  |  |  |  |  |  |  |  | Account information Validated |  |
| Creditors Name | Dublin City Council |
| Creditors Identifier | **IE19SDD300972** |
| Creditors Address | Civic Offices, Wood Quay |
| City | Dublin |
| Post Code / Eircode | D08 RF3F |
|  |  |
| Type of payment | Recurrent payment  **√** | or One off payment |
|  |  |
| Please sign here |  |
|  | Signature(s) |
| Print Name |  |
|  | Print Name(s) |
| Date of signature |  |
| Note: Your rights regarding the above mandate are explained in a statement that you can obtain from your bank |
|  |
| **Please return to: Dublin City Council, Rates Office, Block 1 Floor 8, Civic Offices, Wood Quay (ph: 01 222 2171)** |

**For your information please note the following:**

* The Direct Debits are debited on the 15th of the month.
* If the 15th falls on the weekend or a bank holiday then the Direct Debit will be processed on the next working day.
* On completion, the mandate should be returned to the following address:

Rates Office

Dublin City Council

Finance Department

Block 1, Floor 8

Civic Offices

Wood Quay

Dublin 8

* If payment by Direct Debit commences in January
* The amount owing will be spread over the full 12 months of the year
* The direct debit will continue until it is cancelled
* If payment by Direct Debit commences between February and December
* Amount owing will be spread evenly over the remaining number of months in the year
* The direct debit will continue into the following year dividing rates evenly over the full 12 months of the year.
* The direct debit will continue until it is cancelled
* Should you have any further query in relation to the payment by Direct Debit please contact the rates office on **222 2886** or by email on ratesoffice@dublincity.ie
* From Feb 2014 we will no longer use sort codes and account numbers for Direct Debits. As per European legislation we will have to use only BIC and IBAN numbers:
* BIC (Bank Identifier Code), also known as Swift address, is a unique number that identifies your bank
* IBAN (International Bank Account Number), is an international standard for identifying bank accounts across national borders

**There is no extra charge for paying by direct debit**