

# HOW TO PAY YOUR RENEWAL

## Cheque

Please make cheques payable to British Waterways and **write your customer number on the back.**

Please do not send cash through the post.

## Payment Card (VISA, MASTERCARD, SWITCH ONLY)

Please complete your card details overleaf.

## Direct Debit

If you paid for your last application by Direct Debit you do not need to do anything as long as your instruction has not been changed or cancelled. Your new licence/permit will be sent to you automatically.

If this is the first time you have chosen to pay by Direct Debit, or your bank details have changed, or it has been more than 13 months since you last paid by Direct Debit, please complete this mandate.

**NB** We can only operate Direct Debit from one bank account per customer.

It is important that you read the section 'paying by Direct Debit' in your fees and conditions booklet.

## Direct Debit payment options

If you pay in instalments, the first payment is 20% of the total amount due and is collected on the licence start date. The remaining instalments are equal amounts collected on the first day of the following months. The prompt payment discount is not available for instalment payments.

Once you have set up a direct debit instruction, we will automatically collect payment in respect of the renewal unless you advise us not to. We will always notify you in advance of the payment dates and amounts.



### Instruction to your Bank or Building Society to pay Direct Debits



Please fill in the whole form and send it to: British Waterways, PO Box 162, Leeds LS9 1AX

Originators Identification Number

9 8 0 0 9 4

1 Name and full postal address of your Bank or Building Society branch

To: The Manager
Bank or Building Society
Address
Postcode

4 Your Bank or Building Society account number

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2 Name(s) of account holder(s)

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5 British Waterways customer number

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3 Branch sort code (from the top right hand corner of your cheque)

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6 Instruction to your Bank or Building Society. Please pay British Waterways Direct Debits from the account detailed on this Instruction subject to the safeguards assured by The Direct Debit Guarantee. **I understand that this Instruction may remain with the Originator mentioned above and if so, details will be passed electronically to my Bank/Building Society.**

Signature(s)	Date
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## Direct Debit Guarantee

If an error is made by us or your Bank or Building Society you are guaranteed that your branch will make a full and immediate refund of the amount paid. You can cancel a Direct Debit at any time by writing to your Bank or Building Society. If you do this, please also send a copy of this letter to us. This Guarantee is offered by all Banks and Building Societies taking part in the Direct Debit Scheme. The efficiency and security of the Scheme is monitored and protected by your own Bank or Building Society.

British Waterways Boat Licensing Team, PO Box 162, Leeds, LS9 1AX

T 0845 671 5530 F 0113 200 5756 E enquiries.hq@britishwaterways.co.uk

Mon-Fri 8am-6pm Sat 9am-1pm www.britishwaterways.co.uk/licenseit