



# Instruction to Your Bank or Building Society to pay by Direct Debit



Please fill in the whole form using a ballpoint pen and send it to:

Construction Industry Training Board (CITB)  
 CITB Box 30  
 C/O SSCL  
 Phoenix House  
 Newport  
 NP10 8FZ

Service User Number

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Reference Number (CITB Registration Number)

Name(s) of Account Holder(s)

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)

Instructions to your Bank or Building Society.

Please pay Construction Industry Training Board (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 Construction Industry Training Board (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

This guarantee should be detached and retained by the payer

## 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, Construction Industry Training Board (CITB) will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Construction Industry Training Board (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 Construction Industry Training Board (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 Construction Industry Training Board (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 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.