



### Climate Change Levy (CCL)

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

HMRC Payments Climate Change and Alcohol Duties  
HM Revenue and Customs  
BX9 1XL

Names of account holders

Bank or building society account number

Branch sort code

Name and full postal address of your bank or building society

To: The Manager	Bank or building society
Address	
<input type="text"/>	
<input type="text"/>	
Postcode	
<input type="text"/>	

Your Climate Change Levy registration number

### Instruction to your bank or building society to pay by Direct Debit

Service user number

**For HMRC official use only**

This is not part of the instruction to your bank or building society.

**Trader information:**

- your Climate Change Levy Return must be received by HM Revenue and Customs by the due date shown on the Return
- we will debit your account on the 7th day after the due date
- no advance notice will be given before an amount is debited

**Instruction to your bank or building society**

Please pay HM Revenue and Customs 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 HM Revenue and Customs and, if so, details will be passed electronically to my bank or building society.

Signature

Date DD MM YYYY

Banks and building societies may not accept Direct Debit instructions from 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 HM Revenue and Customs will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request HM Revenue and Customs 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 HM Revenue and Customs 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 HM Revenue and Customs 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.