



Direct Debit Payment of Radio Licence Fees

Radio puts you in the forefront of effective business operation, ensuring you're always in touch, always informed and always at the ready.

In the same way, making payment of your radio or paging licence by Direct Debit puts you in the forefront of effective financial operation.

Increase your business efficiency

By transferring to the Direct Debit method of payment you'll save time because it means an end to cheque writing and unnecessary paperwork.

More important, perhaps, it removes the risk of overlooking this essential payment.

Reduce your costs

Administrative costs are less because there is less paperwork to handle. Also, depending on how you run your accounts, you may well see a further saving in the process of reconciling payments.

Setting up a Direct Debit is straightforward and simply involves completing the form overleaf and returning it to the Agency. Once the Direct Debit is in place, there is no further paperwork involved. As soon as your bankers accept your instructions, licence renewal is paid for you, annually and automatically from your bank to Radiocommunications Agency.

You stay in control because we will continue to advise you of the amount payable in advance of the renewal date. So you will know when your account will be debited and by how much.

Please complete the instructions overleaf and return to the Agency. The Agency must receive the completed mandate 28 days before the payment is due. A notice advising you of the renewal fee that will be debited from your account will be sent to you for information well ahead of your licence renewal date. This will allow plenty of time for you to contact us should you have a query. The agreement itself may be cancelled at any time simply by informing Radiocommunications Agency Sales Ledger Unit **and** your Bank in writing.

For ease and convenience Direct Debit wins hands down over other business payment methods that are currently acceptable to the Agency. We hope you will be one of the many radio licensees to recognise the benefits of paying their fee by Direct Debit.

Simply complete the form overleaf and post it to the Sales Ledger Unit.

The Agency General Enquiry Point /
Switchboard is ☎ 020 7211 0211

Website: www.radio.gov.uk

For Agency use only

Date received:

Renewal date:

Record created:

Licence number:

Fee due:

Created by:





- Please complete all shaded parts of this form 1 to 8 to instruct your Bank to make payments directly from your account.
- Please send the form to the address below - see 9

Bank details

1 Full postal address of your Bank branch

To the Manager _____ Bank

_____ Post Code _____

2 Sort Code

____ — ____ — ____

3 Account Number

4 Name of account holder

5 Your instructions to the Bank and Agency

- I instruct you to pay Direct Debits from my account at the request of Radiocommunications Agency.
- The amounts may vary and will be debited annually.
- I understand that Radiocommunications Agency may change the amounts and dates only after giving me prior notice.
- I will inform the Bank and Agency in writing if I wish to cancel this instruction or any other changes to the current record.
- I understand that if any Direct Debit is paid which breaks the terms of this instruction the Bank will make a refund.

6 Please insert your RA Customer Account number in the boxes below (see renewal notice)

____ / ____

7 Signature

Signature(s) _____

Date _____

8 What renewal date is the Direct Debit to start? (see renewal notice)

Example

3 1 J A N 2 0 0 1

9 After completion return this form to Radiocommunications Agency at the address below:

Sales Ledger Unit
Radiocommunications Agency
13th Floor
Wyndham House
189 Marsh Wall
London
E14 9SX