

Direct debit How to pay your business rates

Direct debit – the easier way to pay your business rates.

We recommend you pay by direct debit, as it will save you time, trouble and unnecessary cost.

To join the Direct Debit Scheme, simply fill in and send us the form below. We will write and tell you how much to pay each month. Payments are made automatically from your bank or building society account on the same date each month.

Other important advantages include:

- No cheques to write or letters to post.
- No queuing to pay at a bank, building society or post office.
- Direct debit is the cheapest method of collecting business rates. Which benefits you and the Council.

This guarantee should be retained by the payer

The Direct Debit Guarantee

- This guarantee is offered by all banks and building societies that take part in the Direct Debit Scheme. The efficiency and security of the scheme is monitored and protected by your own bank or building society.
- If the amounts to be paid or the payment dates change, the London Borough of Lambeth will notify you 10 working days before your account is debited, or as otherwise agreed.
- If the London Borough of Lambeth or your bank or building society make an error, you are guaranteed a full and immediate refund from your branch of the amount paid.
- You can cancel a direct debit at any time by writing to your bank or building society. Please also send a copy of your letter to us.

This request for information is made by Capita Business Services Ltd on behalf of the London Borough of Lambeth



Business rates Instructions to your Bank or Building Society to pay by Direct Debit

Please fill in the form and send to: Lambeth Business Rates, PO Box 80771, London, SW2 9QQ

Name and full postal address of your Bank or Building Society

To: The Manager.....
..... Bank/Building Society
Address.....
..... Postcode.....

Originator's Identification Number

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Name(s) of Account Holder(s)

FOR LONDON BOROUGH OF LAMBETH OFFICIAL USE ONLY

This is not part of the instructions to your Bank or Building Society

I wish to pay my Business Rates (please tick one box)

Monthly Quarterly Half Yearly Yearly

Instructions to your Bank or Building Society

Please pay the London Borough of Lambeth 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 the London Borough of Lambeth and, if so, details will be passed electronically to my Bank/Building Society.

Bank/Building Society account number

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Branch Sort Code

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Reference Number

Signature(s)

Date

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