

Direct Debit How to pay your business rates

Direct Debit – the easier way to pay your business rates

We recommended 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 accept instructions to pay by Direct Debit.
- If there are any changes to the amount, date or frequency of your Direct Debit, the London Borough of Lambeth will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request the London Borough of Lambeth 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 the London Borough of Lambeth or the 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 the London Borough of Lambeth 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.

This request for information is made by Capita 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: **London Borough of Lambeth, Business Rates, PO Box 67072, London, SW2 9JE**

Name and full postal address of your Bank or Building Society

Service User Number



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

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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

Bank/Building Society account number

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Branch Sort Code

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Reference Number

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.

Signature(s)	Date
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