

Instruction to your Bank
or Building Society to pay
Business Rates by Direct Debit

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

**Barnet Council
Business Rates
PO Box 329
Sale
M33 6XR**

Originator's Identification Number

9	7	2	9	6	3
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Business Rate Reference Number

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Name(s) of Account Holder(s)

Bank/Building Society account number

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Branch Sort Code

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Name and full postal address of your Bank or Building Society

To: The Manager	Bank/Building Society
Address	
Postcode	

FOR INFORMATION ONLY

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

The Direct Debit process for your information:

1. You return this completed Instruction to Barnet Council.
2. Barnet Council set up the Direct Debit process and calculate your instalments.
3. This Instruction is sent to your bankers by Barnet Council.
4. At least 10 days in advance of the first payment date Barnet Council will issue you with a Business Rate account, listing the dates and amounts of the instalments.

Instruction to your Bank or Building Society

Please pay Barnet Council 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 Barnet Council and, if so, details will be passed electronically to my Bank/Building Society.

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 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 Barnet Council will notify you 10 working days in advance of your account being debited or as otherwise agreed.
- If an error is made by Barnet Council or your Bank or Building Society, 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.