

[Name.....]  
 .....]  
 [Address  
 .....]  
 .....]  
 [Postcode .....]

**Paying your business rates by direct debit**

Direct debit is the quickest, easiest and safest way to pay your business rates. It is also the cheapest method in terms of costs to the council.

The direct debit guarantee at the end of this letter emphasizes just how safe paying this way is.

If you would like to pay your business rates by direct debit please complete your name and address above and the section below and return the entire document to the address above. Alternatively, you may call 0845 803 1020 and we will set your direct debit up without the need for you to complete this form.

Once the direct debit has been set up you will receive an amended bill with details of your direct debit instalments.

If you have any queries regarding the direct debit payment scheme, please contact us on 0845 803 1020 or email [businessrates@lbhf.gov.uk](mailto:businessrates@lbhf.gov.uk)

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**Direct debit payments for business rates are taken from your bank account on the 16<sup>th</sup> of each month**

**Instruction to your Bank or Building Society to pay Direct Debits**

Please fill in the whole form and send it to:  
 London Borough of Hammersmith and Fulham,  
 h&f Direct (business rates), PO Box 1453, London W6 9UU

1. Name and full address of your Bank or Building Society branch

To the Manager
Bank or Building Society
Address
Postcode

2. Name(s) of account holder(s)

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3. Branch sort code (from top right hand corner of your cheque)

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**Banks and Building Societies may not accept Direct Debit Instructions for some types of account**

Originators Identification No.

8 5 9 0 1 2
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4. Bank or Building Society number

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5. Business Rate account reference

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6. Instruction to your Bank or Building Society. Please pay London Borough of Hammersmith and Fulham Direct Debits from the account detailed on this instruction subject to the safeguards assured by The Direct Debit Guarantee. I understand that this instruction may remain with LBH&F and if so will be passed electronically to my Bank/Building Society.

Signature
Date

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## **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 the London Borough of Hammersmith & Fulham (Hammersmith & Fulham) will notify you ten working days in advance of your account being debited or as otherwise agreed. If you request Hammersmith & Fulham 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 Hammersmith & Fulham 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 Hammersmith & Fulham 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.

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