# h&f Direct

Business rate direct debit mandate form

[Name	 	 •••••	 
[Address	 	 	 ]
[Postcode			-



#### London Borough of Hammersmith & Fulham

PO Box 1453, London W6 9UU

 Tel:
 020 8753 6681

 Fax:
 020 8753 1578

 Email:
 businessrates@lbhf.gov.uk

 Web:
 www.lbhf.gov.uk

 Typetalk:
 0800 500 888

### 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 020 8753 6681 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 020 8753 6681 or email <u>businessrates@lbhf.gov.uk</u>

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 Socie	ty
branch	

To the Manager

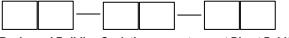
Address

Bank or Building Society

Postcode

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

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



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

 Originators Identification No.
 Image: Comparison of the state o

Date

## 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

*f* 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.