

Important changes to your **Business Rates bill**

From April 2011 you will no longer receive payment instalment slips with your bill. Direct Debit is the easiest and most convenient way for you to make payments, so why not switch today?

Direct Debit – the best way to pay

Secure

Every Direct Debit payment is guaranteed by three main safeguards:

1. An immediate money-back guarantee if a mistake is made
2. Advance notice if dates or amounts are changed
3. The right to cancel at any time

Reliable

Your payments will be made automatically and payment dates will not be missed.

Convenient

No more trips to the Local Service Centre, no more queuing to pay and no more cheques to write and post. You have the choice of two payment dates (1st or 19th of the month) giving you the chance to pick the date that suits you best.

Cost effective

As well as no more postal charges for you, Direct Debit payments are much cheaper to administer, helping us to keep costs down.

Don't delay, set up your Direct Debit today:

- Visit our website www.newham.gov.uk/payit and select **Business Rates (NDR)** under the **Direct Debit** heading
- Call **020 8430 3250** and we can set it up immediately (please have your bank/building society account details when you phone)

Other ways to pay

- **Online:** use your credit/debit card to pay via our website at www.newham.gov.uk/payit
- **Banker's order:** you can set this up with your bank, please provide your bank with the following details: **Sort Code 30-00-02, Account No. 00879113**
- **Telephone:** call **020 8430 2000** (please have your card details when you phone)



Business Rates

Instruction to your bank or building society to pay by Direct Debit

Please complete this form and return to:
Business Rates, London Borough of Newham,
Newham Dockside, 1000 Dockside Road,
London E16 2QU

9	7	1	5	6	7
---	---	---	---	---	---

To the manager
Bank/Building Society
Address
Postcode

Instruction to your bank or building society:
Please pay the London Borough of Newham 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 Newham and if so details will be passed electronically to my bank/building society.

Name(s) of account holder(s)

--

Signature(s)
Date

Bank/building society account number

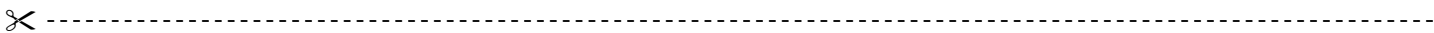
--	--	--	--	--	--	--	--

Branch sort code

--	--	--	--	--	--

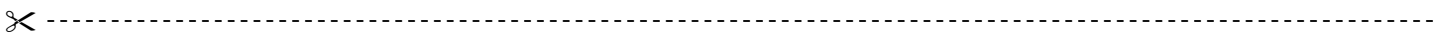
Business Rate account number

--	--	--	--	--	--	--	--



You have agreed to pay your Business Rate by Direct Debit each month as stated on your Business Rate bill. If we cannot collect these amounts from your account, we will send you a notice detailing the overdue instalments. If you do not pay this amount within seven days of receiving our notice the Direct Debit arrangement will be cancelled and we may take legal action for the full balance outstanding.

Name	Signature
Daytime telephone number (optional, in case of query)	



Please detach and retain this guarantee.

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, Newham Council will notify you at least 10 working days in advance of your account being debited or as otherwise agreed.

*If an error is made by Newham 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.