

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

**London Borough Barnet  
Business Rates  
P.O. Box 2016  
Pershore  
WR10 9BH**

Service User 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:	

Business Rates Reference Number  

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Your monthly instalment will be taken on 5<sup>th</sup> of each month; however you can select the number of instalments.

Please tick your preference below:

 10    11    12

*This will only apply to your main bill issued in April. For other bills, you will automatically receive the maximum number of instalments.*

**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 direct debit to L B Barnet.
2. L B Barnet will set up the direct debit process and calculate your instalments.
3. This instruction is sent to your bankers by L B Barnet.
4. At least 10 days in advance of the first payment date Barnet Council will issue you with a Business Rates demand notice listing the dates and amount of each instalments.

**Instruction to your Bank or Building Society**

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

Signature(s)  


Date  

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

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 accept instructions to pay Direct Debits.
- If there are any changes to the amount, date or frequency of your Direct Debit L B Barnet will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request L B Barnet 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 L B Barnet 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 L B Barnet 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 L B Barnet on 020 8359 2735.