



# City of Westminster

## Direct Debit How to pay your Business Rates



### Direct Debit - the easier way to pay your Business Rates

We recommend you pay by Direct Debit, as it will save you time, trouble and unnecessary cost.

To join the Direct Debit Scheme, simply fill in and send us the form below. We will write and tell you how much to pay each month. Payments are made automatically from your bank or building society account on the same date each month.

#### Other important advantages include:

- No cheques to write or letters to post.
- No queuing to pay at a bank, building society or post office.
- Direct Debit is the cheapest method of collecting Business Rates, which benefits you and the City Council.



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, Westminster City Council will notify you 14 days before your account is debited, or as otherwise agreed.
- If Westminster City Council or your bank or building society make an error, 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.

This request for information is made by Capita Business Services Ltd on behalf of Westminster City Council.



### Business Rates

### Instruction to your bank or building society to pay by direct debit

Please fill in the form and send to: Westminster City Council, Business Rates, PO Box 4010, London, SW1E 6QY

#### Name and full postal address of your bank or building society

To : The Manager.....  
 Bank/Building Society

Address.....  
 Postcode.....

#### Originator's identification number

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#### Name(s) of account holder(s)

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#### Bank/building society account number

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#### Branch sort code

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#### Customer number

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

I wish to pay my Business Rates (please tick one box)

Monthly  Quarterly  Half Yearly  Yearly

To receive your future demands by email please write your email address below

#### Instruction to your bank or building society

Please pay Westminster City Council Direct Debits from the account named in this instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that this instruction may remain with Westminster City Council and, if so, details will be passed electronically to my bank/building society.

Signature(s)	Date
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