

Please fill in the whole form excluding official use box using a black ball point pen and send it to:

Business Rates Department, Revenues and Benefits,  
Enfield Council,  
PO Box 63,  
Civic Centre,  
Silver Street,  
Enfield,  
Middlesex EN1 3XW  
OR FAX TO: 020 8379 5180

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 ACCOUNT NUMBER**

4							
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## Instruction to your Bank or Building Society to pay by Direct Debit

Originators Identification Number

2	4	2	4	6	8
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PROPERTY ADDRESS

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

### Instruction to your Bank or Building Society

Please pay Enfield Council 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 Enfield Council and, if so, details will be passed electronically to my Bank/Building Society.

Signature(s)

Date

Banks and Building Societies may not accept Direct Debit Instructions for some type 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 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, Enfield Council will notify you 14 working days in advance of your account being debited or as otherwise agreed.
- If an error is made by Enfield 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.

# HOW TO PAY THE BUSINESS RATES

## \* DIRECT DEBIT

This is the easiest form of payment for many people. It will save you time, trouble and unnecessary costs. The payments will be automatically debited from the current account of your choice. You will be notified in advance of the payments and their due dates. You can cancel the arrangement at any time.

To pay by Direct Debit, simply fill in the Direct Debit Instruction overleaf and return to Enfield Council.

**PLEASE NOTE:** Payments will be taken monthly, unless you tick one of the boxes below.

### ANNUAL/HALF YEARLY PAYMENTS

If you prefer to pay annually, please tick this box and send this form INTACT within 21 days. No agreement form is necessary.

ANNUALLY

If you prefer to pay half-yearly, a simple agreement form will need to be signed by you. Simply tick the box and send this form INTACT with your payment for half the amount due within 21 days. Once you have returned the signed agreement form you will be included in the half-yearly payment scheme and we will automatically deduct your payments until further notice.

HALF YEARLY

Signature .....

Date .....

**Have you claimed Small Business Rate Relief?**

If your rateable value is under £25,500 you may be eligible for this.

Call 020 8379 4766 for details