



ST HELENS
BOROUGH COUNCIL

Business Rates



Please fill in the whole form, including official use box, and either scan & email to **businessrates@sthelens.gov.uk** or Post to:

St. Helens Council
Business Rate Section
P O Box 10592
NOTTINGHAM
NG6 6DP

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 Rate Account Number

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

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

Originator's Identification Number

9	9	0	7	8	4
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For St. Helens Metropolitan B.C official use. This is not part of the instruction to your Bank or Building Society

Please confirm the address of the property that the Direct Debit payments should be credited to

Please indicate in the boxes below when you prefer your account to be debited for direct debit

Monthly on 5th 14th 21st 28th

Please tick if you wish instalments extended to March

Weekly every Friday

Instruction to your Bank or Building Society

Please pay St. Helens Metropolitan B.C. 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 St. Helens Metropolitan B.C. and, if so, details will be passed electronically to my Bank/Building Society

Signature(s)

.....

.....

Date

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, St. Helens Metropolitan B.C. will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request St. Helens Metropolitan B.C. 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 St. Helens Metropolitan B.C. 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 St. Helens Metropolitan B.C. 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.