

Have you considered paying your Business Rate by Direct Debit? Almost half of the district's Business Rate payers have, saving themselves time and money.

For most people, remembering to write a cheque and sending it off, or making a special trip out to pay, is an unwanted bother, especially when they are busy. So paying by **Direct Debit** saves you time and makes sure your Business Rate gets paid on time, without fuss or bother.

Please note: direct debit payments can only be taken on the first day of each month from your bank or building society account.

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 bank or building society.

If the amounts to be paid or the payment dates change you will be told of this at least 14 days in advance as agreed.

If an error is made by West Berkshire District 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 send a copy of your letter to us.



Benefits and Exchequer

Instruction to your Bank or Building Society to pay by Direct Debit. Please complete in black ink and return to Benefits and Exchequer, West Berkshire Council, Market Street, Newbury, Berkshire RG14 5LD.



Please write the full postal address of your branch in the box below

To the Manager:
Bank/ Building Society:
Address:

Postcode:

Name of account holder(s):

Sort code (if known)

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Account no.

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Originator's Identification number: **9 9 5 8 5 6**

Business rate account reference number

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Instructions to your Bank/Building Society
Please pay West Berkshire District Council Direct Debits from the account detailed on this instruction, subject to the safeguard assured by the Direct Debit Guarantee. I understand that this instruction may remain with West Berkshire Council and, if so, details will be passed electronically to my Bank/ Building Society.

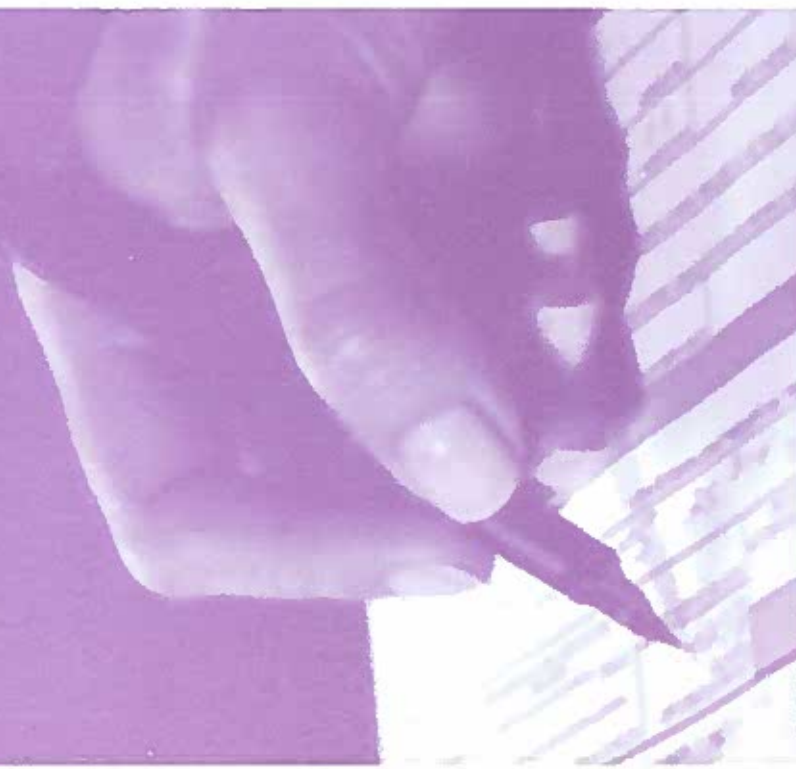
Signature

Date

Action by:

Date:


West
Berkshire
COUNCIL



*Business Rate:
paying your account
by direct debit*




West
Berkshire
COUNCIL

Benefits and Exchequer

West Berkshire District Council
Council Offices
Market Street
Newbury

Berkshire RG14 5LD
Telephone: 01635 519520


West
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COUNCIL