

Please complete this form and return to :
The London Borough of Newham, Newham Town Hall,
Barking Road, London E6 2RP

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To The Manager Society	Bank/Building Society
Address	
Postcode	

Instruction to your bank or Building Society.
Please Pay the London Borough of Newham
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 London Borough
of Newham and if so details will be passed
electronically to my Bank / Building Society.

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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Business Rate Account Number

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Signature(s)
Date

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



This is not part of the Instruction to your Bank or Building Society and must be detached (by London Borough of Newham) before submission to the Paying Bank.

Choice of payment dates

I wish to pay on 1st 10th 19th 28th (please tick preferred date)

If you want to pay your Business Rate by 12 instalments up to March– complete this part of the form and return it to the Council’s Business Rate Section.

If you do not sign this part of the form, you will only be able to pay in 10 instalments.

You have agreed to pay your Business Rate by Direct Debit each month as stated on your Business Rate bill. If we cannot collect these amounts from your account, we will send you a notice detailing the overdue instalments. . If you do not pay this amount within 7 days of receiving our notice the Direct Debit arrangement will be cancelled and we may take legal action for the full balance outstanding.

Name _____ Signature _____

Daytime Telephone No. _____ (Optional, in case of query).



Please detach and retain this guarantee.
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, Newham Council will notify you at least 10 working days in advance of your account being debited or as otherwise agreed.

*If an error is made by Newham 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.