



Please fill in the form using a black ball point pen.  
Business Address:

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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	
Post Code	

Business Rates Account Number (this is the eight digit number on your bill beginning with 6)

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Service User Number: 

9	7	3	1	0	5
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Banks and Building Societies may not accept Direct Debit instructions from some types of accounts

**Payment Date** - Please circle your preferred payment date, and tick to say whether you prefer to pay over 10 or 12 months

**1st    6th    10th    15th    21st    28th**

**10 months**

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**12 months**

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Contact telephone number

Signature(s)

Date

#### 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, London Borough of Waltham Forest will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request London Borough of Waltham Forest 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 London Borough of Waltham Forest 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 London Borough of Waltham Forest 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.