

Please fill in the whole form, including the green box, using a black ball point pen and send it to:

The Business Rates Office
Ealing Council
PO Box 1344
London
W5 2BY

Names(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	

Reference number (your Business Rates number):

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

Originator's identification number:

8	5	2	3	2	5
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For Ealing Council official use only
This is not part of your instruction to your Bank or Building Society

I would like to pay my Business Rates:
(please tick as appropriate)

Date: 1st 15th

Frequency: 10 Instalments 12 Instalments

 Half yearly Yearly

Instruction to your Bank or Building Society:

Please pay London Borough of Ealing 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 Ealing and if so, details will be passed electronically to my Bank / Building Society.

Signatures(s)


Date

Banks and Building Societies may not accept Direct Debit Instructions from some types of accounts.

Tear here

This guarantee should be detached and retained by the Payer.

The Direct Debit Guarantee



- The 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 Ealing Council will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Ealing Council 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 Ealing Council 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 Ealing Council 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.