



Originators identification number

9 4 0 6 8 9

Please fill in the whole form using a ball point pen
and send it to: Hounslow NNDR Section,
PO Box 185, Hounslow TW3 4WD

Name(s) of account holder(s)

Bank Account Number

□ □ □ □ □ □ □ □ □ □

Branch Sort Code

□ □ □ - □ □ - □ □ □ □

Name and full postal address of your bank or building society

To the Manager

Bank/building society

Address

Postcode

Reference number

Instruction to your Bank or building society

Please pay London Borough of Hounslow Direct Debits from my
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 Hounslow and if so, details will
be passed electronically to my bank / building society.

Signature(s)

Date

**This is not part of the instruction to your
Bank and Building Society.**

Please tell us how you want to pay your NNDR by
ticking one of the boxes below.

Instalments will then be debited on or just after the
1st day of the month (we will give you at least 10
working days notice prior to the 1st instalment being
requested from your account).

Please tick the frequency you prefer

- Monthly
- Half yearly
- Quarterly
- Annually

Please note that Banks and Building Societies may
not accept Direct Debit Instructions for some types
of account.

How to pay your NNDR

Direct Debit

Direct Debit is the cheapest and most efficient payment method for you and us, and provided you have a bank account you can pay this way; some building societies also operate this scheme.

Once the Instruction is completed it is given to your bank or building society, which will ensure that the appropriate amount is transferred from your account to ours when it is due.

You will be notified in advance of the payments and their due dates, and you will always be able to query a payment should you feel it is wrong, or stop it altogether; you can cancel the arrangement at any time and you can obtain a refund if ever an error is made on your account.

The main benefits of Direct Debiting

- No worries about remembering to pay at the right time
- No need to write out and post cheques
- No queuing at cash offices or your bank
- Possible reduction in bank charges
- Your bank or building society does all the work and you stay in control
- No need to make another agreement later
- Time saving

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, the London Borough of Hounslow will notify you 10 working days in advance of your account being debited or as otherwise agreed.
- If an error is made by the London Borough of Hounslow or by your bank or building society, you are guaranteed a full and immediate refund from your branch of the amount paid.
- You can also cancel a Direct Debit at any time by writing to your bank or building society.

Please also send a copy of your letter to the London Borough of Hounslow.

What you have to do

Simply complete and sign the form overleaf and return it to: NNDR Services, PO Box 185, Hounslow, Middlesex TW3 4WD

Methods of payment

Allpay:

You can pay your NNDR using the barcode printed on the front of your bill anywhere you see the Pay Point or Post Office sign.

By Telephone:

By calling our Telephone Payment System on 0845 30 10 210 and follow the instructions.

Online:

By visiting www.hounslow.gov.uk and click on "pay it". You will find it in the quick links section.

Standing Order:

To pay by this method you must contact your own Bank or Building Society. Payments must be made on the same instalment date as shown on your bill. Your bank will need these details:- your business rates account reference number and Hounslow's bank account details:

Bank Account Number: 20364814, Sort Code: 60-11-18

National Westminster Bank, 275-277 High Street, Hounslow, TW3 1ZA

Telephone: 020 8583 5708. Facsimile: 020 8583 4823. Email: BusinessRates@hounslow.gov.uk