

Newark & Sherwood District Council



Finance Department
Revenues Services Section
Kelham Hall
Newark
Notts
NG23 5QX

Telephone (01636) 650000 Fax (01636) 655380 Email:business.rates@nsdc.info

Re Business rates - Payment by Direct Debit

Why not consider paying your Business Rates by Direct Debit.

Look at the advantages:

1. There are no cheques to write, no paperwork or postage costs.
2. There is no queueing at our cash payment office.
3. You can choose a payment date which best suits your budget (see below).

Direct Debit also offers the following guarantee:

1. You are always advised at least 10 working days in advance of any proposed changes to either the amounts payable, or the payment date.
2. You are guaranteed an immediate refund from your Bank or Building Society in the unlikely event of an error occurring.

How do you pay by Direct Debit?

Simply write your name and address in the space below, choose a payment date complete the Direct Debit instruction, and send the whole letter back to us in the envelope provided.

<p>Name</p> <p>Mailing Address</p> <p>.....</p> <p>.....</p> <p>.....</p>	<p>Address of Business Premises</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>NNDR Account No.</p>
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Please circle your preferred payment date: **1st** **14th**

	Instructions to your Bank or Building Society to pay Direct Debits																			
Please fill in the form and send to: Newark & Sherwood District Council, Kelham, Newark, Notts. NG23 5QX.																				
Name and full postal address of your Bank or Building Society		Originator's identification number																		
<table border="1" style="width: 100%;"><tr><td style="width: 10%;"><small>To: The Manager</small></td><td style="width: 80%;"><input type="text"/></td><td style="width: 10%;"><small>Bank/Building Society</small></td></tr><tr><td colspan="3"><small>Address</small></td></tr><tr><td colspan="3"><input type="text"/></td></tr><tr><td colspan="3"><input type="text"/></td></tr><tr><td colspan="3"><small>Postcode</small></td></tr><tr><td colspan="3"><input type="text"/></td></tr></table>		<small>To: The Manager</small>	<input type="text"/>	<small>Bank/Building Society</small>	<small>Address</small>			<input type="text"/>			<input type="text"/>			<small>Postcode</small>			<input type="text"/>			9 8 5 8 9 8
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Reference Number (internal use only)		<p>Instruction to your Bank or Building Society Please pay Newark & Sherwood District Council 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 Newark & Sherwood District Council and, if so, details will be passed electronically to my bank/building society.</p> <p>Signature(s)</p> <input type="text"/> <p>Date</p> <input type="text"/>																		
Name(s) of Account Holder(s)																				
Bank/Building Society account number																				
Sort Code																				
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<small>Banks and Building Societies may not accept Direct Debit instructions for some types of account</small>																				