

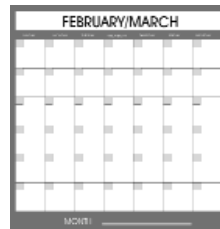
**Having trouble budgeting for your Business Rates?**



**Would you like to reduce your monthly payments?**



**How about an extra two months?**



**Maybe you just want to take the hassle out of paying?**



**Pay Business Rates, even when you are on holiday!**



**Direct Debit is the answer to your problems!**

---

**We can help you to budget more effectively, choose from several payment options and in many cases will even spread your Business Rates payments over two extra months!**

**Just fill in your bank/building society details  
overleaf and return the form to  
NNDR Section, Epping Forest DC  
Civic Offices, High Street, Epping, Essex CM16 4BZ**

**If you wish to discuss the Direct Debit scheme  
please contact the Help Line on 01992 564003**

**INSTRUCTION TO YOUR BANK OR BUILDING SOCIETY TO PAY DIRECT DEBITS**

**Please fill in the whole form using a ball point pen and send to :-**

**Finance, Epping Forest District Council, Civic Offices, High Street, EPPING, Essex. CM16 4BZ**

Originator's Identification Number

9	9	0	8	1	3
---	---	---	---	---	---

1. Name and Full Address of your Bank/Building Society

The Manager .....

.....

.....

.....

4. Sort Code

		-			-		
--	--	---	--	--	---	--	--

5. Reference Number  
(For official use only)

--	--	--	--	--	--	--	--	--	--

2. Name(s) of Account Holder(s)

--

3. Bank/Building Society Account Number

--	--	--	--	--	--	--	--

6. Your Instruction to the Bank/Building Society.

Please pay Epping Forest District Council from the account detailed on this Instruction, subject to the safeguards on the Direct Debit Guarantee. I understand that this instruction may remain with Epping Forest District Council and, if so, details will be passed electronically to my Bank/Building Society.

Signature (s) \_\_\_\_\_

Date \_\_\_\_\_

**Bank and Building Societies may not accept Direct Debits from some types of account.**

This is not part of the instruction to your Bank or Building Society and will be kept for official use only by Epping Forest District Council

**Complete the box below with your Name and Address**

Name .....

Address .....

.....

..... Postcode .....

**Payment Reference Number**  
(Please see your Business Rates Bill)

--	--	--	--	--	--	--	--

**Please select below how you wish to pay your Direct Debit. Please tick one box only**

	Over 10 months (April - January)	Over 12 months (April - March)	Annual (April)	Half-Yearly (April and October)
<b>1st</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>10th</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>20th</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**PLEASE DETACH AND KEEP IN A SAFE PLACE**

**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, Epping Forest District Council will notify you 10 working days in advance of your account being debited or as otherwise agreed.
- If an error is made by Epping Forest District 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.

