



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

Please fill in the whole form using ball point pen:

Name(s) of Account Holder(s)

Originator's Identification Number

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Bank/Building Society account number

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Reference Number

Branch Sort Code

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Please pay Stockport Council 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 Stockport Council and, if so, details will be passed electronically to my Bank/Building Society.

Name and full postal address of your Bank or Building Society

To: The Manager	Bank/Building Society
Address	
Postcode	

Signature(s)

Date

**Please complete this form and return to:  
BUSINESS RATES SECTION  
PO BOX 39  
STOCKPORT  
SK1 3FP**

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

**Please tick one of the following boxes to choose which day of the month your payments are to be made**

1<sup>st</sup>

15<sup>th</sup>

25<sup>th</sup>

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This guarantee should be detached and retained by the Payer.

### 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 Stockport Council will notify you 10 working days in advance of your account being debited or as otherwise agreed.
- If an error is made by Stockport 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.

## WAYS TO PAY YOUR ACCOUNT



**Direct Debit** – Direct Debit is a convenient method of paying your bill. If you are not already paying by Direct Debit there is a form enclosed with this bill. Please complete it and return it to the Business Rates section without delay.



**Debit/Credit cards** – If you have a debit/credit card, payment can be made using our 24 hour payment line ☎ 0845 129 7010.

**Payment Online** – Pay using your debit/credit card at [www.stockport.gov.uk/payments](http://www.stockport.gov.uk/payments)

**Post Office / PayPoint** – Payment can be made at any post office or PayPoint outlet using your Post Office Payment Card. ☎ 0845 128 3934 to order one. Please allow 2 working days for payment to reach your account.

**BACS** – Send your payment electronically using the BACS system quoting the Council's details: Co-operative Bank Plc (08-90-24) account number 61110777. Please remember to quote your Business Rates Account Number. Please allow 5 working days for your payment to reach your account.

**Standing Order** – You can set up a standing order at your bank or building society quoting the Council's details: Co-operative Bank Plc (08-90-24) account number 61110777. Please remember to quote your Business Rates Account Number. Please allow time for your payment to reach your account.

**Post** – Cheques should be made payable to **Stockport Metropolitan Borough Council** and sent to **Stockport Metropolitan Borough Council, Payments, PO Box 4, Stockport, SK1 3FN**. Please remember to quote your Business Rates Number on the back of the cheque. **Please enclose a stamped addressed envelope if you want a receipt.**

**In Person** – Payment can be made using the payment machine at the Direct Centre, South End, Stopford House, Piccadilly, Stockport. 8.30am – 5.00pm (Monday – Friday)

### Payment Difficulties

If you fail to make your Business Rates payments by the due date, you could lose the right to instalments, and may have to pay the full balance immediately. This may result in extra costs being added to your bill.

**If you are unable to pay please contact us NOW on 0845 128 3934.** In many cases we will be able to help you. By making an early payment arrangement you may be able to avoid court proceedings and any additional costs being incurred.

### Moving Premises?

If you are moving please ring us on 0845 128 3934 or write to us at PO Box 39, Stockport, SK1 3FP or email us on [business.rates@stockport.gov.uk](mailto:business.rates@stockport.gov.uk)

### Checking and sharing information we hold about you

Stockport Council is under a duty to protect the public funds it administers, to prevent and detect fraud and to ensure information held is accurate. To carry out this duty, we may share the information we hold about you for Business Rates, where the law allows it, with other sections of the Council, other local authorities and government and other agencies. For further information about this please see details under 'Local Taxation' in the 'Business Rates Information' booklet enclosed.

### ENQUIRIES CONCERNING THIS BILL

**In Person** Direct Centre, South End, Stopford House, Piccadilly, Stockport (Last appointment 4.00pm)

**By Telephone** 0845 128 3934

**By Email** [business.rates@stockport.gov.uk](mailto:business.rates@stockport.gov.uk)

**By Fax** 0161 474 5202

**Balance Enquiry Online – visit our website**  
[www.stockport.gov.uk](http://www.stockport.gov.uk) – 'Do it on-line'

### Other Useful Telephone Numbers

Main Council Switchboard	0161 480 4949
Textphone users only	0161 474 5161
Council Tax Enquiries	0845 644 4302
Benefits	0845 644 4303
Business Debt Line	0800 197 6026

(Free, independent confidential advice about business debts)

### Query about your Rateable Value?

If you have a query about the rateable value of your property then contact the Valuation Office on 0161 252 7900 or write to them at Beckwith House, Wellington Road North, Stockport, SK4 1AH.