Runnymede BOROUGH COUNCIL

Finance Department

To Ratepayer

Standing Order form for payment of Business Rates

Please find below a standing order form for the payment of Business Rates.

You will find all the information needed to complete the form in your Business Rates bill. Please complete the form by quoting the initial instalment to be paid, state the number of further instalments to be made and the amounts payable thereafter. Please also ensure that your Business Rates account number is quoted. Detach the form and forward it to your bank or building society.

If you have any queries regarding the standing order, please call the Business Rates section on 01932 425412.

Yours faithfully,

N.W. Boyd

Head of Revenues & Benefits

Please detach here:

Runnymede Borough Council – Standing order for payment of Business Rates

Please complete the details below which you will find in your Business Rates bill and forward this form to your bank or building socicety in time for the first installment due on the 1st of the month

Please pay and initial amount of (**£**) due on

and ( ) further installments of (**£**) on the 1st of each month

From ( ) to ( )

Quoting Business Rates account number: _____

To: _____ Bank/Building Society

Please credit: Runnymede Borough Council

Details: Co-operative Bank Sort Code: **08-90-34** Account number: **61106163**

Please pay the above amounts quoted on the dates stated or until this order is cancelled by me /us in writing. Please also quote the Businesss Rates account number shown above when making payment as instructed.

Account number to be debited: _____

Name(s) of account to be debited: _____

Signature(s): _____ Date: _____

Email address: businessrates@runnymede.gov.uk
Tel: 01932 425412