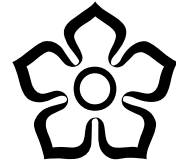


Please ask for: Revenues & Customer Support



Leicester
City Council

Revenues & Customer Support

York House

91 Granby Street

Leicester LE1 6FB

Tel: 0116 454 1005

business.rates@leicester.gov.uk

Online Form

Please write your name and the address the form relates to in this box

Payment of National Non-Domestic (Business) Rate by Standing Order

Thank you for choosing to pay your Business Rates by standing order.

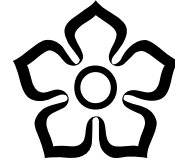
Please fill in the form on the back of this letter and send it to your bank/building society. Please do not return it to the Council.

Please make the payment dates to be five days earlier than the instalment date shown on your bill. This is because it takes time for the payment to be sent by your bank and allocated to your business rate account.

Yours sincerely

Caroline Jackson
Head of Revenues and Customer Support

(1) To: The Manager, (Bank/Building Society)



Leicester
 City Council
Revenues & Customer Support
 York House
 91 Granby Street
 Leicester, LE1 6FB
 Tel: 0116 454 1005
 business.rates@leicester.gov.uk

Business Rate Standing Order

Please complete the relevant details **(1, 2, 3, 4 & 5)** and send the form directly to your bank/building society.

Please make monthly payments and debit my account during the year ending 31st March as follows:

Barclays Bank PLC 1-3 Haymarket Towers, Leicester LE1 5WA	20-49-25
For Leicester City Council	83345629
REFERENCE NUMBER TO BE QUOTED (your Business Rates account number)	

(2) First payment of £ _____ to be made on* _____ followed by
 payments of £ _____ to be made starting on _____ and ending with a final
 payment on _____

* This date is 5 days before your due date to enable payments to reach your Business Rates account on time.

(3)

Account Name to be Debited	Account Number										
	<table border="1"> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table>										
(Your Name & Address)											

Date **(4)**

Signed **(5)**

NOTE: Please ensure that any existing standing order that this new one replaces under the above reference number is cancelled.