



Mr T Council and Mrs T Council  
Road  
Town  
County  
Postcode

Liability Address For Charge:  
Road  
Town  
County  
Postcode

Date: 01/01/2017

Dear Sir/Madam

## National Non-Domestic Rates Reminder Notice

My records show that your Business Rates payments are not up to date as detailed on your last Non Domestic Rates bill.

**Account Number**

**00000000**

**Instalments Amount Due**

<b>Previous Month(s)</b>	<b>£0.00</b>
<b>Current Month</b>	<b>£0.00</b>

If you do not pay the above arrears you will lose your right to pay by monthly instalments and the full balance of £0.00 will become recoverable. **Please ensure that the above balances are paid in full by the 20<sup>th</sup> day of this month.**

**To make a payment by debit/credit card please call 0300 456 0506 or pay online at [www.torbay.gov.uk/business/business-rates/pay-business-rates](http://www.torbay.gov.uk/business/business-rates/pay-business-rates) 24 hours a day.**

Other payment options are on the back of this notice.

**If you have paid the due instalments within the last four working days, thank you and please ignore this notice.**

Yours Sincerely,

John Howell  
Corporate Debt Manager

**This Bar code enables you to make payments at the Post Office:**



## How Can I Pay My Bill?

### **Direct Debit:**

To pay by direct debit please visit <http://www.torbay.gov.uk/business/business-rates/pay-business-rates/> You can choose payment dates from either 1st or 25th of each month.

### **Telephone Payments**

These can be made by telephoning our 24 hour automated payment help line 0300 456 0506 If paying by debit card there is no additional cost. Credit cards carry a 2% surcharge.

### **Online Payments**

Please go to <http://www.torbay.gov.uk/business/business-rates/pay-business-rates>. If paying by debit card there is no additional cost. Credit cards carry a 2% surcharge.

### **Bank Payments:**

Please quote your Business Rates account number and send payments to: National Westminster Bank, Castle Circus Branch; Sort Code 55-70-01, Account 06040411, Torbay Council. Standing Order payments need to be amended if your monthly instalments change.

### **Post Office payments:**

Please take your bill with you. If you pay by cheque they should be made payable to Post Offices Ltd, but not all branches accept cheque payments

## If You Are Having Difficulty Paying or For Enquiries:

Please visit the following link on the Council's website [www.torbay.gov.uk/business/business-rates](http://www.torbay.gov.uk/business/business-rates).

## Data Protection Act 1998

Any personal information you provide will be processed in accordance with the Data Protection Act 1998. Torbay Council and our partners will use it to deliver, improve services and fulfil statutory duties. We will not disclose any personal information to any third parties unless required to do so by law. To request a copy of this letter in another format / language, or make enquiries, please phone (01803) 207201. You can read more about how we use personal data in our Fair Processing/Privacy Notice at <http://www.torbay.gov.uk/yourpersonaldata.htm>