

Business Rates is a local tax collected by local authorities and contributes towards the cost of local services. For further information please visit [www.sefton.gov.uk/business-rates](http://www.sefton.gov.uk/business-rates)

The amounts shown overleaf are calculated in British Pound Sterling (GBP)

Business Rates explanatory notes providing detailed information on who pays Business Rates and various discounts available are now available online at [www.sefton.gov.uk/business-rates/liability](http://www.sefton.gov.uk/business-rates/liability)

## How to pay



### Direct debit – the easiest and most convenient way to pay your bill

You can pay your Business Rates by Direct Debit on the 2<sup>nd</sup>, 14<sup>th</sup>, or 28<sup>th</sup> of the month. If you do not already pay by direct debit, please sign up at [www.sefton.gov.uk/businessrates/myaccount](http://www.sefton.gov.uk/businessrates/myaccount)



### Instalment options

Business Rates is normally paid over 10 instalments in a full year, but can be increased to 12 instalments if more convenient to you. To change the number of instalments, please complete the online application form at <https://forms.sefton.gov.uk/nndrtwelveinstalments>



### Online payments, internet banking or standing order

You can pay online or find our bank details for internet banking or standing order by visiting our website at <https://www.sefton.gov.uk/business-rates/pay>. Please remember to quote your Business Rates account number as your reference and allow 5 days for your payment to be credited to your Business Rates account.



### By telephone

You can pay by debit or credit card using our 24-hour payment line on 0151 934 4697.



### By post

Send to Sefton Council, P.O. Box 33, Bootle L20 3SX. Cheques must be made payable to "Sefton M.B.C." and crossed "A/C Payee only" with your account number on the reverse. If you require a receipt, please enclose a stamped self-addressed envelope.

## Manage your account online



### Electronic bills and online access to your Business Rates account

You can access your Business Rates account online, apply for a relief, advise us of a change of your address and register to receive paperless bills by using our "My Account" self-service facility. To register please go to [www.sefton.gov.uk/businessrates/myaccount](http://www.sefton.gov.uk/businessrates/myaccount)

**How to contact us** – You can email us at [business.rates@sefton.gov.uk](mailto:business.rates@sefton.gov.uk) 24 hours a day, 7 days a week or phone us on 0151 934 4360 Monday, Tuesday, Thursday and Friday between 9am and 4pm.

**If your Business Rates account is in credit** and you wish to claim a refund, please complete an online refund form at <https://forms.sefton.gov.uk/nndrrefundform/>.

**Data Protection and Sharing Business Rate information** - The information you provide will be treated as confidential in accordance with the law. The Council has a duty to protect public funds it administers and may use information held about you where the law permits, including and not limited to the prevention and detection of fraud. This may include sharing information with other Council services and other organisations who administer public funds, for more information please check our website [www.sefton.gov.uk/business-rates/privacy-notice](http://www.sefton.gov.uk/business-rates/privacy-notice).

## Support to Help Your Business Grow

Invest Sefton has a range of support available to help businesses thrive and grow. Whether you are looking to increase sales, find premises, access funding, export, or recruit staff we can help. Call Invest Sefton on 0151 934 3452 or visit [www.investsefton.com](http://www.investsefton.com)

[www.sefton.gov.uk](http://www.sefton.gov.uk)

 [@seftoncouncil](https://twitter.com/seftoncouncil)

To view your bill and manage your account online, you can register at [www.sefton.gov.uk/businessrates/myaccount](http://www.sefton.gov.uk/businessrates/myaccount)