









Paying your business rates

ALWAYS QUOTE YOUR ACCOUNT NUMBER, WHICH IS

IF YOU CONTACT US

Did you know?

-  You can choose to receive your business rates bill by email. Help us to reduce the amount we spend on paper and postage. Please visit www.sutton.gov.uk/myaccount to register and opt for paper free billing. You can also view a list of your payments, the instalments to be paid and any discount or exemption details.
-  Please note that applications for reliefs or exemptions should be made in writing within 21 days of the event and where you are receiving a relief or exemption and you no longer qualify, you are also required to inform us within 21 days. If your bill shows a relief or exemption which expires before the end of the financial year, you will be issued with a revised bill for settlement, at the time the relief or exemption expires.
-  Details about reliefs, exemptions and grounds to appeal against your rateable value are given in the explanatory notes that can be found on our website at www.sutton.gov.uk/businessrates.
-  If you do not pay on time we will send you a reminder notice. If you do not pay this notice in full and on time we will send you a court summons. This means that your full balance is payable immediately and you will incur summons costs.
-  If you have arrears which are subject to legal proceedings, these are not included on this bill. Please continue to pay any existing special arrangement as agreed with the council or enforcement agents acting on the council's behalf.
-  Explanatory Notes and other information which accompanies this bill, can be found on our website at www.sutton.gov.uk/businessrates. Should you require a hard copy of these, please request a copy using the contact details below.
-  Details about amounts and statements concerning gross expenditure and council tax requirement can be found at www.sutton.gov.uk/counciltax
-  The Council is now able to offer payment of your annual business rates bill over 12 instalments. If you wish to change from a 10 month instalment plan to a 12 month instalment plan, please email us at businessrates@sutton.gov.uk

How to pay

The quickest and easiest way to pay is by direct debit



Direct Debit

Direct Debit is the most economic and efficient method of collection both for you and for us, our costs are significantly lower when customers pay by this method. You can set up a direct debit by visiting our website at www.sutton.gov.uk/directdebit.



By Automated Telephone (Touchtone)

Contact the 24 hour touchtone service on 0208 770 7887. You will need your business rates account number and card (except Solo, Diners Card & American Express) details to complete the payment.



Via Internet

You may make a payment safely and securely via our website at www.sutton.gov.uk/payforit. You will need your business rates account number and card details to complete the payment.



Online Banking, Standing Order, BACS and CHAPS Payments

Contact your banking service. To pay London Borough of Sutton please quote the following:-

- Bank Sort Code:30-80-12
- Bank Account Number:13740960
- Your Business Rates Account Number, which is shown above and on the front of your bill.



Via our website

How you can contact us

visit www.sutton.gov.uk/businessrates



Via email

businessrates@sutton.gov.uk



Telephone

0208 770 5000



By post

Business Rates, Civic Offices, St Nicholas Way, Sutton SM1 1EA