



How to pay your Business Rates

Last Modified November 20, 2020

[Share this page](#)

There are a number of ways you can pay your business rates.

Instalments:

There will normally be 10 instalments - 1 April to 1 January. The number will reduce as we go through the year - for example, if your account is set up in August the total you have to pay will be divided over instalments from 1 September to 1 February. If you would like your instalments to be calculated in a different way, perhaps to pay in just two, instalments, please contact us and we will try to help.

If you would like your instalments to be calculated over the maximum number of months in the financial year, or in another way - perhaps to pay in just two instalments - please contact us on 020 8207 2277 or email revenues@hertsmere.gov.uk.

Direct Debit:

We strongly recommend direct debit as it's the most efficient and cheapest way to pay.

You can choose to pay on the 1st or 15th of the month and instalments are normally due April through to January each financial year.

When instalment amounts change, for example at the start of a new financial year, the new amounts are automatically deducted and we will tell you what this is. Please download and complete a [direct debit mandate](#) (PDF, 224KB)

Online:



Missed a payment or can't pay?

Find out

[what happens if I don't pay](#)



Recently moved business premises?

Let us know if

[your business has moved into Hertsmere from another area \(pdf.76kb\)](#)

[your business has moved to another property within Hertsmere pdf.\(49kb\)](#)

[your business is moving out of Hertsmere \(pdf.41kb\)](#)

You can pay online using a debit card.

Standing Order:

If you wish to set up a regular standing order please contact your bank or use your online banking software. You will need to quote the council's bank details: sort code 20-05-03 and bank account number 90510726. Please remember to quote the Business Rates Account Reference as shown on the front of your bill to ensure that payments are credited to your account.

PayPoint or Post Office:



You can pay at any Post Office or any shop displaying the PayPoint sign. In Hertsmere there are more than 40 PayPoint places, and more than 34,000 locations across the UK.

Find your nearest place via [PayPoint](#) or [Post Office](#).

Cash and cheque payments can be made for FREE here.

- Take your bill to any Post Office or PayPoint outlet, along with your payment.
- The assistant will scan the barcode and take your payment amount.
- You will need to ensure you know the amount you wish to pay, as staff will not have access to this information or any of your account details.
- Once your payment has been processed your bill will be returned, along with a receipt.

Many Post Offices are open on Saturday mornings, as well as Monday to Friday, while most of the PayPoint shops are open in the evenings and at weekends.

Please note:

- Cash payments are not accepted at our council offices;
- do not send cash through the post as this is not secure;
- bank giro credit instalment slips are no longer available - these have been replaced by barcoded bills.

Telephone:

Call 0300 456 0499 for our automated telephone payment service, for payments by debit or credit card.

Lines are closed daily between 5.15pm and 5.30pm, but are available at all other times.

Please have the following information to hand:

- Your council tax reference number
- The amount you wish to pay
- Your card number
- Your card expiry date
- Your card issue number (for debit cards).

You will be given a receipt number (for example TELE 01999999), which is confirmation that your payment has been successful.

You can use the following cards.

- Debit Cards (no charge)
- Visa Delta (no charge)
- Visa Electron (no charge)
- UK Maestro (no charge)
- Switch solo (no charge)
- Visa
- Mastercard

Frequently Asked Questions

Can I pay by Direct Debit?



Can I pay without my barcoded bill or invoice?



How long should I keep my receipts for?



How quickly will my payment reach my account?



What happens if I lose my bill or invoice, or it gets damaged?



What hours are the PayPoint shops open?



How can I find out my balance?





[My council](#) [Terms](#) [Accessibility](#) [Accessibility statement](#) [Contact us](#)

[Privacy Policy & Cookies](#) | [Disclaimer & Copyright](#) | [Modern Slavery Statement 2020/21](#) | [Site Statistics](#)

© 2021 Hertsmere Borough Council Powered by [Contensis](#)