

Information.

Financial information can be found on the Councils website at www.sheffield.gov.uk/council-tax

This includes information relating to spending by South Yorkshire joint authorities and parish councils. Hard copies of this information will be issued free of charge if requested in writing.

Business Rates Explanatory Notes can be found on the Councils website at www.sheffield.gov.uk/business-economy/business-rates

Appeals against the Rateable Value.

The Valuation Office Agency of the Inland Revenue assesses rateable values. Where a ratepayer considers the rateable value excessive or incorrect owing to physical alterations made to the property or changes in environmental factors adversely affecting the property; an appeal may be made to:

**Valuation Officer, Non-Domestic Rates North East, Valuation Office Agency
Greenfield House, 32 Scotland Street, Sheffield S3 7DF
Telephone: 03000 501501**

Appeals can also be made on-line at www.voa.gov.uk

Payment should be made in accordance with the instalment scheme and not withheld pending an appeal. Failure to do so may result in the commencement of recovery proceedings, which may result in a loss of the entitlement to interest, should your appeal be subsequently successful.

Methods of Payment

By Direct Debit

This is the most convenient and inexpensive method of payment. If you have arranged to pay by Direct Debit, your bank account will be debited accordingly. If you wish to change to direct debit, simply complete the form enclosed with this bill and return to;

**Non-Domestic Rates, PO Box 1310
Sheffield S1 1UY.**

By Standing Order

Please instruct your bank to make payments to the Council as shown in the Payment Details panel on the face of your bill. The Councils' bank account details are shown below. Please ensure that your Business Rate account number is quoted as a reference.

BY BACS

The Council's bank details for BACS payments are:

**Barclays Bank PLC, 2-12 Pinstone Street, Sheffield S1 2HN
Sort Code 20-77-18 Account Number: 03027376**

Remittance advices should be either; emailed to finance@sheffield.gov.uk ; or faxed to 0114 273 5043; or sent by post to Sheffield City Council, PO Box 1283, Sheffield, S1 1UJ

Payment on-line

You can also make payment via the Internet - access the website

www.sheffield.gov.uk/businessrates

Then go to '**Pay Your Rates**' and click on the link to pay your Business Rate '**Bill Online**'

On the Business Rate Web page you can also download a direct debit mandate, claim reliefs, notify us of a change of address and access further information. The website and other public information can be accessed at any one of the City's computerised information kiosks.

At Any Post Office®

Payment may be made, free of charge, by cash, cheque or debit card in person at any Post Office®. Please make cheques payable to "Post Office Ltd." You must have your bar-coded bill with you or your payment will not be accepted. Please allow 5 working days for your payment to reach us.

Debit Card

The City Council accepts payments using either Visa or Switch debit cards. Payment can be made by telephoning 01142735249. This telephone number is available for making payments day or night, 365 days a year.

At Any PayPoint Outlet

You can make cash payments anywhere you see the PayPoint sign. You will need to have your bill with you so the assistant can scan your barcode. The assistant will not have access to any information about your account.

Please quote your Name, Address and Account Number shown on the front of the document when making payments or when contacting the Business Rates Team.