



TRAFFORD  
COUNCIL

Nicola Bishop ACA  
Corporate Director of Finance  
Trafford Council  
PO Box 542  
Sale M33 0GD

<p>&lt;&lt;BusinessName&gt;&gt; &lt;&lt;ContactAddress&gt;&gt;</p>	<p>Your billing number: &lt;&lt;AccountRef&gt;&gt; Please tell us this when you pay.</p> <p>Date: 24 March 2020</p> <p>To contact the Business Rates Section:</p> <p>Phone: 0161 912 2346 E-mail: <a href="mailto:business.rates@trafford.gov.uk">business.rates@trafford.gov.uk</a></p>
<p>Property address the bill relates to: &lt;&lt;PropertyAddress&gt;&gt;</p>	

Dear Sir or Madam

### **National Non-Domestic Rates Small Business Grants**

The Chancellor has announced that all businesses who receive Small Business Rates Relief will be given a £10,000 grant.

This is a grant which does not have to be repaid. The grant is intended to help small businesses meet their on-going costs. There are no conditions attached to receiving this money. As your business currently receives Small Business Rates Relief, you are eligible for this payment. In order to send you this money, the Council will need your bank account details.

Please provide your bank details online at <http://www.trafford.gov.uk/BusinessRatesGrant> this will help us process the grant as soon as possible.

The Council has re-deployed staff from other parts of the organisations so we can get this payment out to you as soon as possible.

We aim to make payments in April to all those businesses who have provided their bank details. It would therefore assist us if you could return the form as soon as you can so we can achieve this.

Yours faithfully

Nicola Bishop ACA  
Corporate Director of Finance