



**Revenues Services  
Exchequer and Transactional Services**  
London Borough of Havering  
Town Hall, Main Road  
Romford RM1 3BB

**Telephone : 020 8430 3250 (9am to 5pm)**  
**Contact us:**  
[www.havering.gov.uk/businessratesenquiries](http://www.havering.gov.uk/businessratesenquiries)  
**Fax: 01708 432336**  
**Textphone ☎ :01708 433175**  
*(for the hard of hearing)*

Date:

Our Reference :

Dear

### Direct Debit Instruction

Please find below an Instruction to request payment by Direct Debits. Please complete the form fully and return it to the address shown. Should you require further advice please telephone on the above number.

## Instruction to your Bank or Building Society to pay by Direct Debit

Please fill in the whole form and return to:  
Business Rates, OneSource,  
Town Hall, Romford RM1 3BB



Name and full postal address of your bank/building society

To: The Manager	Bank/ Building Society
Address	
Postcode	

Name(s) of account holder(s)

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Bank/Building society account number

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Branch sort code

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Service user number

6	9	2	5	2	3
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Reference No.

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#### Instruction to your bank or building society

Please pay the London Borough of Havering Direct Debits from the account detailed in this Instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand this Instruction may remain with the London Borough of Havering and, if so, details will be passed electronically to my bank/building society.

Signature(s)

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Date

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Banks and building societies may not accept Direct Debit Instructions for some types of account.

This Guarantee should be detached and retained by the payer.

## The Direct Debit Guarantee



- This Guarantee is offered by all banks and building societies that accept instructions to pay Direct Debits
- If there are any changes to the amount, date or frequency of your Direct Debit the London Borough of Havering will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request the London Borough of Havering to collect a payment, confirmation of the amount and date will be given to you at the time of the request
- If an error is made in the payment of your Direct Debit, by the London Borough of Havering or your bank or building society, you are entitled to a full and immediate refund of the amount paid from your bank or building society
- If you receive a refund you are not entitled to, you must pay it back when the London Borough of Havering asks you to
- You can cancel a Direct Debit at any time by simply contacting your bank or building society. Written confirmation may be required. Please also notify us.