



**Council Tax and Benefits Service
Exchequer and Transactional Services**
London Borough of Havering
Town Hall, Main Road
Romford RM1 3BB

Our Reference :

Telephone : 01708 433997 (9am to 5pm)
Contact us: www.havering.gov.uk/counciltaxenquiry

Fax: 01708 432336
Text Relay ☎ :08001 01708 433997
(for the hard of hearing)

Dear

Date:

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:
Council Tax & Benefits, London Borough of Havering
Town Hall, Romford RM1 3BB



Name and full postal address of your bank/building society

To: The Manager	Bank/building society
Address	
Postcode	

Service user number

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FOR LONDON BOROUGH OF HAVERING OFFICIAL USE ONLY
This is not part of the instruction to your bank/building society

Date to be taken from 1st 15th 21st
account (please tick)

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)
Date

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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Reference (Council Tax Account Number)

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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.