

# Instruction to your bank/building society to pay direct debits



# Havering

LONDON BOROUGH

For London Borough of Havering's official use only.  
This is not part of the instruction to your bank or building society

Your leasehold property address:

	Postcode

**Payment date:** I wish to pay my monthly Direct Debit on (or the next working day after) the –  1<sup>st</sup>  15<sup>th</sup>  25<sup>th</sup>

Please complete the form and send to:

Income Team,  
Town Hall,  
Main Road,  
Romford,  
Essex,  
RM1 3BB

**Tel: 01708 434000**

Payment reference no.

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Name(s) of the account holder(s)

Originator's identification no.

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Bank/building society account no.

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Branch sort code

<input type="text"/>	<input type="text"/>	—	<input type="text"/>	<input type="text"/>	—	<input type="text"/>	<input type="text"/>
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Name and full postal address of your bank/building society

To the bank manager:	_____
Bank/building society:	_____
Address:	_____
Postcode:	_____

## Instruction to your bank/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 that 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

Banks and Building Societies may not accept Direct Debit instructions for some types of account

## 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.