



Instruction to your bank or building society to pay by Direct Debit



Please complete the whole form and return it to:

Housing Area Management
PO Box 68119
London
SE1P 4GP

Service User Number

6 5 9 2 4 3

Name(s) of account holder(s)

[Empty text box for account holder name]

Instruction to your Bank or Building Society

Please pay the London Borough of Southwark 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 London Borough of Southwark and, if so, details will be passed electronically to my Bank/Building Society.

Bank/Building Society account number

[Empty grid for account number]

Branch sort code

[Empty grid for branch sort code]

Name and full postal address of your Bank / Building Society

To: The Manager
Bank/Building Society
Address
Postcode

This is not part of the Instruction to your Bank or Building Society

Preferred Payment Date
Where you state no preference payments will be taken on
• The 1st of the month for monthly Direct Debits
• Monday for weekly Direct Debits

Monthly- please enter the date of the month

[Empty box for monthly date]

Weekly-please enter the day of the week (Monday to Friday)

[Empty box for weekly day]

Please enter your telephone number in case Southwark Council need to contact you.

[Empty box for telephone number]

For London Borough of Southwark official use only

Rent Account Reference Number

[Empty grid for rent account reference number]

Signature(s)

[Empty box for signature]

Date

[Empty box for date]

Banks and Building Societies may not accept Direct Debit Instructions for certain 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 London Borough of Southwark will notify you 10 working days in advance of your account being debited or as otherwise agreed.
If an error is made in the payment of your Direct Debit by London Borough of Southwark 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
You can cancel a Direct Debit at any time by simply contacting your bank or building society.