

Instruction to your bank or Building Society to pay by Direct Debit



Account name

Sort code

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Account number

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Mark the box for the preferred payment collection date

1st

☐

15th

☐

Signature

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, London Borough of Lewisham will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request London Borough of Lewisham 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 London Borough of Lewisham 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 London Borough of Lewisham 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.