

Take it easy...

No more queuing to pay each month, no more forgotten payments.

Pay your invoices by Direct Debit.



Direct Debit is secure

Every Direct Debit payment is guaranteed by three main safeguards: an immediate money-back guarantee if a mistake is made; advance notice if dates or amounts are changed; and the right to cancel.

Direct Debit is reliable

Your payments will be made automatically and payment dates will not be missed.

Direct Debit is convenient

No need to worry about making trips to the Post office or PayPoint outlet. No more queuing to pay and no more cheques to write and post.

To set up your Direct Debit, please complete this flyer and return to the address overleaf.

Please fill in the whole form using a ballpoint pen and send it to :



London Borough of Lewisham Director of Resources Core Accounting Team 4th Floor, Laurence House Catford, London SE6 4RU

Name(s) of Account Holders(s)

Account Holder(s) Telephone Number

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Bank/Building Society account number

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Branch Sort Code

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Name and full postal address of your bank or building society

To the Manager	Bank/Building Society
Address	
Post code	

Reference (customer) number and name

SITE# - CLIENT NAME - CUSTOMER#

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

Originator's Identification Number

9	7	3	4	8	6
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For London Borough Lewisham **official use only**. This is not part of the instruction to your Bank or Building Society.

Payment for **A – COMMUNITY SERVICES**

Payment will be taken on the 7th of each month. If the payment date falls on a non-working day then payment will be taken on the next available working day.

Instruction to your bank or building society

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

Signature(s)
Date

✂ Bank/Building Societies may refuse to accept instructions to pay direct debits from 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 Lewisham will notify you within 14 working days in advance of your account being debited or as otherwise agreed. If you request the 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 the 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 the 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.