



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

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

**Housing Rents Section
City of London
Department of Community and Children's Services
3 Lauderdale Place
London
EC2P 2EJ**

Originator's Identification Number

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Reference

Name(s) of Account Holder(s)

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
Address
PostCode

PLEASE COMPLETE

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

Your Name _____

Your Address _____

I wish to pay monthly on or immediately after the :

5th 20th

Address payment is for (if different to above)

Instruction to your Bank or Building Society

Please pay CITY OF LONDON 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 CITY OF LONDON and if so, details will be passed electronically to my Bank/Building Society.

Signatures
Date

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