Instruction to your bank/building society to pay direct debits

DIRECT Debit

h&f putting residents first

For London Borough of Hammersmith & Fulham official use only.
This is not part of the instruction to your bank or building society.

Your address

Postcode

Payment date: I wish to pay monthly by Direct Debit on (or the next working day after) the - ☐ 1st ☐ 15th

Please complete the form and send it to:

Housing and Regeneration
Rent Accounts Section
3rd Floor, Hammersmith Town Hall Extension,
King Street,
London W6 9JU

Name(s) of the account holder(s)

Originator's identification no.

6 7 9 2 5 9

Bank/building society account no.

Branch sort code

Payment reference no.

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 London Borough of Hammersmith & Fulham 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 Hammersmith & Fulham and, if so, details will be passed electronically to my bank/building society.

Signature(s) **Date**

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Banks and building societies may not accept Direct Debit instructions for some types of accounts

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 take part in the Direct Debit scheme. The efficiency and security of the scheme is monitored and protected by your own bank or building society.
- If the amounts to be paid or the payment dates change London Borough of Hammersmith & Fulham will notify you ten working days in advance of your account being debited or as otherwise agreed.
- If an error is made by London Borough of Hammersmith & Fulham or your bank or building society, you are guaranteed a full and immediate refund from your branch of the amount paid.
- You can also cancel a Direct Debit at any time by writing to your bank or building society. Please also send a copy of your letter to us.

DIRECT Debit

Ref: Fm.HF Homes instruction direct debit