

# Instruction to your Bank/Building Society to pay direct debits

Please complete parts 1 to 7 below then return the form to:

**Leasehold Services**, 3rd Floor, Town Hall Extension, King Street, London W6 9JU



Service Charge property address:



Originator's identification number

7 5 6 8 8 9

## Part A - Direct Debit instructions

### 1. Your instructions

I/We instruct you to pay direct debit from my/our account at the request of the London Borough of Hammersmith & Fulham.

The amounts are variable and may be debited on various dates.

I/We note that the London Borough of Hammersmith & Fulham may change the amounts/dates only after giving me/us prior notice.

I/We will inform the Bank/Building Society in writing and advise you if I/we wish to cancel this instruction.

I/We note that if any direct debit is paid which breaks the terms of this instruction, the Bank/Building Society will make a refund.

### 2. Please write the full postal address of your Bank/Building Society in the box below.

The Manager

### 3. Name of account holder

### 4. Bank/Building Society account number

### 5. Sort code

### 6. Customer number(s)

  
  

### 7. Signature(s)

  

Date

Bank/Building Societies may not accept instructions to pay direct from some accounts.

**This guarantee should be detached and retained by the payer**

- 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 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.
- 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.
- 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.

