

London Borough of Waltham Forest

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:

London Borough of Waltham Forest
Housing Benefit Overpayment
Revenues Services
PO Box 856
London E17 9PN

Name(s) of Account Holder(s)

Bank/Building Society account number

Branch Sort Code

Name and full postal address of your Bank or Building Society

To: The Manager

Bank/building society

Address

Postcode

Invoice Reference

Service user number

9	7	3	2	3	5
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For London Borough of Waltham Forest official use only
This is not part of the instruction to your
bank or building society.

Your Proposed monthly payment: £

Collection Dates:

Please select the date you want the direct debit to be collected

1st 6th 10th 15th 21st 28th

Contact Details:

Address:

Phone:

Email:

Instruction to your Bank or Building Society

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

Signature(s)

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