

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



Please fill out the whole of this form using a ball point pen and send it to:

London Borough of Waltham Forest
Cedar Wood House
2d Fulbourne Road
E17 4GG

Service User Number

9 7 2 0 8 0

Name and Full Address of your Bank/Building Society

To the Manager Bank/Building Society

Address

Post Code

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.

Name(s) of Account Holder(s)

Bank/Building Society Account Number

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Branch Sort Code

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Reference

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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 at least 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.

This is not part of the Instruction to your Bank or Building Society and must be detached by London Borough of Waltham Forest before submission to the paying Bank or Building Society.

Please write your full name and address

Name	
Address	
Post Code	Telephone Number

If you are paying on behalf of the tenant, please write the tenants name & address below

Name	
Address	
Post Code	

Please indicate your chosen payment date(s) by ticking one of the boxes below

Annual rent will be paid in 12 instalments April to March on the:			
21 st April then 7 th of each month	<input type="checkbox"/>	21 st April then 14 th of each month	<input type="checkbox"/>
21 st of each month	<input type="checkbox"/>	28 th of each month	<input type="checkbox"/>

Annual rent will be paid in 11 instalments April to March (no instalment in December) on the:			
21 st April then 7 th of each month	<input type="checkbox"/>	21 st April then 14 th of each month	<input type="checkbox"/>
21 st of each month	<input type="checkbox"/>	28 th of each month	<input type="checkbox"/>

Annual rent will be paid in 23 instalments April to March on the:			
21 st April then 7 th and 21 st of each month	<input type="checkbox"/>	28 th April then 14 th and 28 th of each month	<input type="checkbox"/>

All about Direct Debit

- If you have a suitable bank or building society account, the simplest way to pay your Rent is by direct debit. It is an automated way of paying your rent. Once you have completed this form, the rest of the work is done by us.
- The annual rent will be collected in installments on or after the payment date(s) you have indicated above.
- We will notify you of any amendments to your payments at least 10 working days before the next one is due.
- You can cancel your direct debit at any time.
- Direct Debit is the cheapest way for us to collect your rent.
- If you would like help completing this form please contact us on 020 8496 4950
- Please be aware that if you do not have sufficient funds in your account at the time of the debit you are likely to incur charges from your bank or building society

The Benefits to you

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| <input checked="" type="checkbox"/> No late payments, therefore no reminder letters. | <input checked="" type="checkbox"/> Protection through the "Direct Debit Guarantee". |
| <input checked="" type="checkbox"/> No queues at cash offices or post offices | <input checked="" type="checkbox"/> A choice of payment dates |
| <input checked="" type="checkbox"/> No cheques to write or cash to carry. | <input checked="" type="checkbox"/> No worries about remembering to pay. |

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