



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

London Borough of Tower Hamlets
Rent Accounting Section
2nd Floor
Jack Dash House
2 Lawn House Close
London E14 9YQ

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*

Postcode

Rent Account Reference

_____|_____|_____|_____|_____|_____|_____|_____|

Banks and building societies may not accept Direct Debit Instructions for some types of account.

Instruction to Your Bank or Building Society to Pay by Direct Debit

Originator's Identification Number

9	7	3	5	4	2
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For London Borough of Tower Hamlets official use only
This is not part of the instruction to your bank or building society

I would like my Direct Debit taken on:

5th of each month

20th of each month

Deductions are taken on the nearest working day to either the 5th or 20th of each month.

Instruction to Your Bank or Building Society

Please pay London Borough of Tower Hamlets 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 Tower Hamlets and, if so, details will be passed electronically to my bank/building society.

Signature(s)

Date

Home address

Postcode
Phone no.

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 Tower Hamlets will notify you 14 working days in advance of your account being debited or as otherwise agreed.
- ◆ If an error is made by London Borough of Tower Hamlets or your bank or building society, you are guaranteed a full and immediate refund from your branch of the amount paid.
- ◆ You can 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.