



**INSTRUCTION TO YOUR BANK/BUILDING SOCIETY TO PAY DIRECT DEBITS**

Please complete parts 1 - 5 to instruct your Bank/Building Society to make payments directly from your account.

Then return the form to :-

Payments & Benefits, London Borough of Redbridge,  
22-26 Clements Road, Ilford, Essex. IG1 1BD.

Orginator's identification number

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**BACS-INCOME REFERENCE NUMBER**

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1. Please write the FULL name and postal address of your Bank/Building Soc IN CAPITALS, including postcode.

<b>POSTCODE :</b> _____

I instruct you to pay direct debits from my account at the request of The London Borough of Redbridge.

\* I understand that the London Borough of Redbridge may change the amount and dates only after giving me prior notice.

\* I will inform the Bank/Building Society in writing if I wish to cancel this instruction.

\* I understand that if any direct debit is paid, which breaks the terms of this instruction, the Bank/Building Society will make full refund.

Bank/Building Societies may refuse to accept Instructions to pay direct debits from some types of account.

2. Name of account holder:  
(IN CAPITAL LETTERS) \_\_\_\_\_

3. Sort code:                                

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4. Bank/Building Soc. Account number (Must be 8 digits)  

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Your  
5. Telephone No. 

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**TO BE COMPLETED BY OFFICERS ONLY**

**Clients Surname**

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**Debtor No.**

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**Invoice No.**

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Signature (s) _____
Date _____

**The Direct Debit Guarantee**

- \* This Guarantee is offered by all Banks and Building Societies that take accept instructions to pay Direct Debit
- \* If there are any changes to the amount, date or frequency of your Direct Debit The London Borough of Redbridge will notify you at least 14 days in advance of your account being debited or as otherwise agreed. If you request us to collect a payment, confirmation of the amount & 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 us or your Bank/Building Society you are entitled to a full & immediate refund of the amount paid from your Bank/Building Society.
- \* If you receive a refund you are not entitled to you must pay it back when we ask you to.
- \* You can cancel a Direct debit at any time by simply contacting your Bank or Building Society. Please also send a copy of your letter to us. The address is:  
**Payments and Benefits  
London Borough of Redbridge  
22 - 26 Clements Road  
Ilford Essex IG1 1BD.**

**Please detach this guarantee and keep for your records**