



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

Please fill in the form using a ball point pen and return it to:-

Revenues, Benefits & Transactional Centre
6th Floor Lynton House
255-259 High Road
Ilford
Essex IG1 1NN

Originator's Identification Number

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Name(s) of Account Holders(s).

Bank or Building Society account number

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Branch Sort code

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Name & address of your Bank or Building Society

To: The Manager	Bank/Building Society
Address	
Postcode	

Business Rate reference number

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This is not part of the instruction to your Bank or Building Society. Please tick one of the boxes for the number of instalments required and date required.

10 Monthly payments	<input type="checkbox"/>	12 Monthly payments	<input type="checkbox"/>	1 yearly payment	<input type="checkbox"/>	2 half yearly payments	<input type="checkbox"/>
1 st	<input type="checkbox"/>	5 th	<input type="checkbox"/>	10 th	<input type="checkbox"/>		
15 th	<input type="checkbox"/>	20 th	<input type="checkbox"/>	25 th	<input type="checkbox"/>		

If you don't select a date we will automatically select the 1st.

Instruction to your Bank or Building Society

Please pay London Borough of Redbridge direct debits from the account detailed in this instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand this instruction may remain with London Borough of Redbridge and if so details will be passed electronically to my Bank/Building Society.

Signatures(s)
Date

Bank and Building Societies may not accept Direct Debit Instructions for some types of account

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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 by Direct Debit.
- If there are any changes to the amount, date or frequency of your Direct Debit, London Borough of Redbridge will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request London Borough of Redbridge 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 Redbridge 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 Redbridge 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.