



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

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

London Borough of Lewisham  
 Rent Accounts  
 Old Town Hall  
 Catford Road  
 London  
 SE6 4RU

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	

Reference Number

Originator's Identification Number

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### For Lewisham Use Only

This is not part of the Instruction to your bank or Building Society

I/We Authorise you to pass this information to your Tenant/s

### PAYMENT FREQUENCY

Please circle your preferred frequency. The deductions will normally be on a Thursday for 1 & 2 below and on the 1<sup>st</sup> Thursday or each month for 3.

- 1 Weekly
- 2 Fortnightly
- 3 4-Weekly
- 4 Calendar Monthly 1<sup>st</sup> Thursday
- 5 2<sup>nd</sup> of the month
- 6 18<sup>th</sup> of the month
- 7 28<sup>th</sup> of the month

Instruction to your Bank or Building Society  
Please pay LB Lewisham 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 LB Lewisham and, if so, details may 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 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 LB Lewisham will notify you ten working days in advance of your account being debited or as otherwise agreed.
- If an error is made by LB Lewisham 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.