

Instruction to your bank or building society to pay by Direct Debit



Please fill in the whole form using a ball point pen and send to: LBR Accounts, LBR Accounts Receivable Capita, Shepton Mallet, Somerset, BA4 5BT

Name and full postal address of your bank or building society

To: The Manager	Bank/building society
Address	
Postcode	

Name(s) of account holder(s)

Bank/building society account number

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Branch sort code

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Service user number

7	2	7	7	2	5
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Reference

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Instruction to your bank or building society

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

Signature(s)
Date



DDI8

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 Richmond Upon Thames will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request London Borough of Richmond Upon Thames 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 Richmond Upon Thames 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 Richmond Upon Thames 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.