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

**DIRECT Debit**

Originators Identification Number:

| 8 | 3 | 6 | 4 | 3 | 9 |
|---|---|---|---|---|---|

Please fill in the form and send it to your local income services team.

Name and Full Postal Address of your bank or Building Society

| To: The Manager |
|---|
| Address: |
| |
| Post Code: |

**Postal Address
(FOR CITY OF WESTMINSTER OFFICIAL USE ONLY)**

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Name(s) of Account Holder(s)

| Print Name: |
|---|
| |

| Telephone No. |
|---|
| E-mail Address: |

Branch Sort Code:

| | | | | | |
|---|---|---|---|---|---|

Bank/Building Society Account No.

| | | | | | | | |
|---|---|---|---|---|---|---|---|

**Please indicate which day of the month you would like your Direct Debit payment to be collected from your account (e.g. If you would like your payment to be collected on the 7$^{th}$ day of each month, please enter 07 below).**

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|---|---|

Rent Reference No.

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**Instruction to your Bank or Building Society**
Please pay the City of Westminster 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 City of Westminster and, if so, details will be passed electronically to my Bank/Building Society

Signature(s) of Account Holder(s)

| Sign: | Sign: |
|---|---|
| Print Name: | Print Name: |
| Date: | Date |

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

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**This guarantee should be detached and kept 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, the City of Westminster will notify you 10 (ten) working days in advance of your account being debited or as otherwise agreed

▪ If an error is made by the City of Westminster 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.