

HOUSING SERVICES

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

Please fill in the whole form and send it to: Housing Services, PO Box 65
Station Road, Harrow, HA1 2XG

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)	

Originator's Identification Number

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Payment Dates:

I wish to pay monthly on or immediately after this date
(Tick preferred date) If date is not ticked the direct debit will be set up for the 4th.

<input type="checkbox"/>	4 th	<input type="checkbox"/>	18 th
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Instruction to your Bank or Building Society

Please pay London Borough of Harrow 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 Harrow and, if so, details will be passed electronically to my Bank/Building Society.

Bank/Building Society account number

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Branch Sort Code

--	--	--	--	--	--

Reference Number

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Signature(s)
Date

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

This is not part of the instruction to your Bank or Building Society and must be detached by London Borough of Harrow before submission to the Paying Bank.

Name(s) of Tenant(s)

Tenancy Address

Garage Address (if applicable)

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 and Building Society.
- If the amounts to be paid or the payment dates change London Borough of Harrow will notify 14 days in advance of your account being debited or as otherwise agreed.
- If an error is made by London Borough of Harrow 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.