

Barking & Dagenham

Please fill in the whole form and send it to:
General Income, London Borough of Barking & Dagenham, Barking Town Hall, Town Hall Square, Barking, IG11 7LU, or email it to income@lbbd.gov.uk
Name and full postal address of your bank or building society

Name(s) of account holder(s)

Bank/building society account number

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Branch sort code

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Leasehold Reference Number

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

Service user number

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Instruction to your bank or building society

Please pay London Borough of Barking & Dagenham 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 Barking & Dagenham and, if so, details will be passed electronically to my bank/building society.

Signature(s): *this is only needed if the form has been printed and completed by hand*

Date

Banks and building societies may not accept Direct Debit Instructions for 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 Barking & Dagenham before submission to the paying bank.

Please choose when you want to pay by ticking one shaded box ONLY

1 st of each month	8 th of each month	15 th of each month	22 nd of each month
Please give us your name, address & telephone number:			

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 Barking & Dagenham will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request London Borough of Barking & Dagenham 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 Barking & Dagenham 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 Barking & Dagenham 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.