

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

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

Central Rents Team
 London Borough of Camden
 Camden Town Hall
 Judd Street
 London
 WC1H 9JE

Name(s) of Account Holder(s)

Bank/Building Society account number

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Branch Sort Code

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Name and full postal address of your Bank or Building Society

To: The Manager	Bank/Building Society
Address	
Postcode	

Reference

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Service user number

9	7	3	4	9	2
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FOR LB CAMDEN OFFICIAL USE ONLY

This is not part of the instruction to your Bank or Building Society.
TENANTS PLEASE SELECT INSTALMENT DATE BELOW

Please tick your preferred payment date:

- 15th of each month
- 22nd of each month
- 28th of each month

Please print the first line of your property address or garage/car space/shed address below:

Instruction to your Bank or Building Society

Please pay LB Camden 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 Camden and if so, details will be passed electronically to my Bank/Building Society.

Signatures
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 accept instructions to pay Direct Debits
- If there are any changes to the amount, date or frequency of your Direct Debit LB Camden will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request LB Camden 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 LB Camden 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 LB Camden 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.