



# ISLINGTON

## 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:

Freepost RTHU-RRTZ-XRLS  
Income Control DD  
Islington Council  
Northway House  
257 Upper Street  
LONDON  
N1 1RU

Service User Number

9 7 2 2 7 1

Name and full postal address of your Bank or Building Society

To: The Manager	Bank / Building Society
Address	
Postcode	

Branch Sort Code

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

Bank / Building Society account number

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

Name(s) of Account Holder(s)


Reference number (rent account number)

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

FOR LONDON BOROUGH OF ISLINGTON OFFICIAL USE ONLY  
This is not part of the instruction to your bank or building society

Your Name
Your Address
Postcode

Please debit my account on (tick one box)

2nd  9th  16th  28th

### Instruction to your Bank or Building Society

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

Signature(s)	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 London Borough of Islington will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request London Borough of Islington 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 Islington 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 Islington 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.