



CHIEF EXECUTIVE'S



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

**London Borough of Camden,
Council Tax and Business Rates Division,
Town Hall,
Argyle Street,
London WC1H 8NH**

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

Name(s) of Account Holder(s)

Service user number

9	7	1	6	8	3
---	---	---	---	---	---

Bank/building society account number

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

Reference number

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

Branch Sort Code

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

Instruction to your bank or building society

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

Name and full postal address of your bank or building society

TO: The Manager	Bank/Building Society
Address	
Postcode	

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