



# DIRECT DEBIT

## Make Life Easier

Direct Debit Is the easiest way to pay your bills. It is quick and easy, and avoids having to wait in queues or remember to post payments on time.

Unlike a banker's standing order, your instruction does not have to be renewed each year. We tell you in advance of the amounts and dates of the payments.

**Direct Debit payers have a choice of payment dates; you can pay weekly (Monday to Friday) or 1<sup>st</sup> Monday of the Month or any day of the month (excluding 1,2,3,4,5,6 & 7).**

Please complete the form below and send it to: **Housing Charges Team, 2N Civic Centre, High Street, Uxbridge, Middlesex, UB8 1UW**

**Please remember to enter your name and address on the other side of the slip.**

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



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



Please fill in the form and send to: Housing Charges Team  
2N Civic Centre, High Street, Uxbridge, Middlesex, UB8 1UW,

Originator's Identification number

**9 2 2 6 4 7**

Housing Services Acc number

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

To: The Manager Bank/Building Society

Address

Postcode

Name(s) of Account Holder(s)

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

Bank/Building Society Account Number

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

Branch Sort Code

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

**FOR LONDON BOROUGH OF HILLINGDON**

This is not part of the instruction to your Bank or Building Society.  
Please enter Day/Date to show when you want to pay.

Weekly  1<sup>st</sup>  Monthly Date   
Day  Monday  excluding 1,2,3,4,5,6,7

Instruction to your Bank or Building Society  
Please pay London Borough of Hillingdon 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 Hillingdon 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.



# DIRECT DEBIT

## Make Life Easier



Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Postcode \_\_\_\_\_