



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



CITY OF
Lincoln
COUNCIL

Please complete the whole form and return it to:

Directorate of Housing & Regeneration
City of Lincoln Council
City Hall
Beaumont Fee
Lincoln
LN1 1DE

Name(s) of Account Holder(s)

Bank/Building Society account number

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

Branch Sort Code

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

Name and full postal address of your Bank or Building Society

Bank/Building Society	
Address	
	Postcode

Banks and Building Societies may not accept Direct Debit Instructions for some types of account.

Originator's Identification Number

9	3	0	7	4	6
---	---	---	---	---	---

Rent reference

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

Customer's rental address

--

Deduct from my account on the:

	2 nd		8 th		15 th		22 nd		28 th
--	-----------------	--	-----------------	--	------------------	--	------------------	--	------------------

Monthly instalments April to March

Please allow us a minimum of 10 working days for your direct debit to be processed.

Instruction to your Bank or Building Society.

Please pay the City of Lincoln Council Direct Debits from the account detailed on this Instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that this Instruction may remain with City of Lincoln Council and, if so details will be passed electronically to my Bank/Building Society.

Signature(s)

Date

--

Standing Order Cancellation

Name and full postal address of your Bank or Building Society

To the Manager	Bank/Building Society
Address	
	Postcode

Rent reference

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

Branch Sort Code

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

Bank/Building Society account number

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

With immediate effect, please cancel my/our Standing Order instruction payable to City of Lincoln Council.

Signature(s)

Date

--

This guarantee should be detached and kept by the Payer

The Direct Debit Guarantee

- This Guarantee is offered by all Bank 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 City of Lincoln Council will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request City of Lincoln Council 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 City of Lincoln Council 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 City of Lincoln Council asks you to
- You can cancel a Direct Debit at any time by contacting your Bank or Building Society. Written confirmation may be required. Please also notify us.