



Instruction to your Bank or Building Society to pay Direct Debits

Originator's Identification Number

8 3 0 2 0 0



Please complete parts 1-6 to instruct your branch to make payments directly from your account.

**Then return the form direct to: LONDON BOROUGH OF MERTON, LOCAL TAXATION SERVICES
MERTON CIVIC CENTRE, LONDON ROAD, MORDEN, SURREY, SM4 5ZY**

1 Please write the full postal address of your branch in the box below

5 Council Tax Account Reference

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To: The Manager _____

Bank/Building
Society
Address:

Postcode

6 Instruction to your Bank or Building Society
Please pay London Borough of Merton 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 the originator (i.e. LBM) and details may be passed electronically to my bank/building society.
Signature(s) _____
Date _____

2 Name of account holder(s) _____

3 Branch Sort Code (from the top right hand corner of your cheque)

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4 Bank or Building Society Account No.

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FOR LONDON BOROUGH OF MERTON USE
This does not form part of the instruction to your bank

SPAR RECORDED by LBM

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Banks/building Societies may refuse to accept instructions to pay Direct Debits from some types of accounts



THE DIRECT DEBIT GUARANTEE

This Guarantee is offered by all Banks and Building Societies that take part in the Direct Debit Scheme. The efficiency and security of the Scheme is monitored and protected by your own Bank or Building Society.

You will be advised of the amounts to be paid and the payment dates at least 14 days in advance. This also applies should the amounts or due dates change for any reason.

If an error is made by us or your Bank/Building Society, you are guaranteed a full and immediate refund from your branch of the amount paid.

You can cancel your Direct Debit at any time, by writing to your Bank or Building Society. Should you do this would you please send a copy of your letter to us.