



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

Originator's Identification Number

9 9 9 8 4 2



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, SM4 5ZY**

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

**5** N.N.D.R  
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  
.  
.  
Signature(s) \_\_\_\_\_  
Date \_\_\_\_\_

**2** Name of account holder(s) \_\_\_\_\_

**3** Branch Sort Code (from the top right hand corner of your cheque)  
\_\_\_\_\_ | \_\_\_\_\_ | \_\_\_\_\_

**4** Bank or Building Society Account No.  
\_\_\_\_\_ | \_\_\_\_\_ | \_\_\_\_\_ | \_\_\_\_\_ | \_\_\_\_\_ | \_\_\_\_\_ | \_\_\_\_\_ | \_\_\_\_\_

**FOR LONDON BOROUGH OF MERTON USE**  
**This does not form part of the instruction to your bank**  
  
SPAR RECORDED by LBM  
\_\_\_\_\_

**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 accept instructions to pay Direct Debits.

If there are any changes to the amount, date or frequency of your Direct Debit London Borough of Merton will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request London Borough of Merton 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 Merton 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 Merton asks you to.

You can cancel a direct debit at any time simply by contacting your bank or building Society. Written confirmation may be required. Please also notify us.