Instruction to your Bank or Building Society

Please pay the London Borough of Southwark 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 Southwark and, if so, details will be passed electronically to my Bank/Building Society.

This is not part of the Instruction to your Bank or Building Society

Preferred Payment Date
Where you state no preference payments will be taken on
- The 1st of the month for monthly Direct Debits
- Monday for weekly Direct Debits

Monthly - please enter the date of the month
Weekly - please enter the day of the week (Monday to Friday)

Please enter your telephone number in case Southwark Council need to contact you.

Signature(s)

Date

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