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**Instruction to your Bank or Building Society to pay by Direct Debit.
Please fill in the form using black ink and send it to:**

LBW Accounts, LBW Accounts Receivable Capita, PO Box 4424,
Shepton Mallet, Somerset, BA4 5BT

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

I would like to pay my account monthly on or just after the:

21st of each month

1 Your Council Account number:

2 Name and full postal address of your Bank or Building Society branch:

Postcode: _____

3 Branch sort code:

4 Bank / Building Society
account number:

5 Name(s) of account holder(s):

Instruction to your Bank or Building Society

Please pay Wandsworth Council 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
Wandsworth Council and, if so, details will be passed electronically to
my Bank/Building Society.

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

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 Wandsworth Council 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.