

# Direct Debit Mandate

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

Please fill in the form and return it to:

Leasehold Services Team, Level 2, 48 Station Road, Wood Green N22 7TY



## Name and address of your Bank or Building Society

To: The Manager	Bank/Building Society
_____	
_____	
_____	
_____	
Post Code	

## Originator's Identification Number

9	9	2	3	5	7
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## Leaseholder Account Number

_____
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## Date you wish payment to be taken from your account

_____	_____
1 <sup>st</sup>	15 <sup>th</sup>

## Name(s) of account holder(s)

_____
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## Leasehold property address

_____
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## Email address

_____
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## Telephone number

_____
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## Branch Sort Code

_____	_____	_____	_____	_____	_____
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## Bank/Building Society account number

_____	_____	_____	_____	_____	_____	_____	_____
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Please pay **the London Borough of Haringey** Direct Debits from the account detailed in this instruction, subject to the safeguards assured by the Direct Debit Guarantee. I understand that the instruction may remain with **the London Borough of Haringey** and, if so, details will be passed electronically to my Bank or Building Society

Signature(s)
_____
_____
Date

Please note that Banks and Building Societies may not accept Direct Debit Instructions from some types of account. If you do not hear from us within 10 days of returning this Instruction, please telephone the Leasehold Services Team.

Please detach and retain the guarantee.



## THE DIRECT DEBIT GUARANTEE

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

*If the amounts to be paid or the payment days change **the London Borough of Haringey** will notify you 3 working days in advance of your account being debited or as otherwise agreed. If an error is made by **the London Borough of Haringey** or your Bank or Building Society, you are guaranteed a full and immediate refund from your bank/building society of the amount paid.*

You can cancel a Direct Debit at any time by writing to your Bank or Building Society. PLEASE ALSO SEND A COPY OF YOUR LETTER TO US.