

LUTON



PAYMENT DETAILS

FOR LUTON BOROUGH COUNCIL OFFICIAL USE ONLY:

Please pay LUTON BOROUGH COUNCIL the sum of

£ _____ every MONTH.

Cost Code:

Please fill in the whole form and return it to:

LUTON BOROUGH COUNCIL
Commercial & Transformation Services
Sundry Debtors Section,
3rd Floor, Unity House
111 Stuart Street, Luton
LU1 5NP

Originator's Identification No.

6	2	4	9	3	6
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DIRECT DEBIT

Instruction to your Bank or Building Society to pay Direct Debits

Name(s) of account

Bank or Building Society account number

Branch sort

____-____-____



Reference Number (office use only)

Client Name

Name and Postal Address of your Bank or Building

To The Manager of:

_____ Bank/B.S.

Address: _____

Postcode _____

Instructions to your Bank or Building Society

Please pay LUTON BOROUGH COUNCIL Direct Debits from the account detailed on this instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that this information may remain with Luton Borough Council and if so, details will be passed electronically to my Bank/Building Society.

Signature: _____

Date: ____/____/____

Telephone: _____

Email: _____

Banks and Building Societies may not accept Direct Debits for some types of accounts



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

The Direct Debit Guarantee

Please retain for your records