

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
Finance and Assessments Team
2nd Floor Unity House
Stuart Street
Luton
LU1 5NP

Originator's Identification No.

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DIRECT DEBIT

Instruction to your Bank or Building Society to pay Direct

Name(s) on account



Bank or Building Society account number

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Debtor Account Number

Branch sort

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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: _____

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



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- All Banks and building societies that take part in the Direct Debit Scheme offer the Direct Debit Guarantee. The efficiency and security of the scheme is monitored and protected by your own bank or building society.
- If the amount to be paid or the payment dates change, LUTON BOROUGH COUNCIL will notify you 10 working days in advance of your account being debited or as otherwise agreed.
- If an error is made by LUTON BOROUGH COUNCIL or your Bank or Building Society, you are guaranteed a full and immediate refund from your branch of the amount paid.
- You can cancel a Direct Debit at any time by writing to you Bank or Building Society. Please also send a copy of your letter to us.

The Direct Debit Guarantee

Please retain for your records