

Luton

Instruction to your bank or building society to pay by direct debit

Please fill in the whole form using a ball point pen and send it to:

Housing Operations, Rent Accounts team
Luton Council
Town Hall
Luton, LU1 2BQ

Name(s) of account holder(s)

Bank/building society account number

Branch sort code

Name of your bank or building society

Rent, leasehold or account reference number

Instruction to your bank or building society

Please pay Luton Borough 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 Luton Borough Council and, if so, details will be passed electronically to my bank/building society.

Service user number

Select p and/or preferred payment date

Weekly Monthly

Monthly (select date)

1st	<input type="text"/>	8th	<input type="text"/>	15th	<input type="text"/>	20th	<input type="text"/>
25th	<input type="text"/>	28th	<input type="text"/>				

Leaseholder accounts only

Monthly (4th) Annually

Signature(s)

Date

Would you prefer to receive email confirmation?

Yes No

Email address

Banks and building societies may not accept direct debit Instructions for some types of account

This guarantee should be detached and retained by the payer.

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