



City of Westminster

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

Leasehold Operations
Westminster City Council
137 Lupus Street
London, SW1V 3HE

Name(s) of Account Holders

Contact Telephone Number

Contact Email Address

Bank/Building Society account number

Branch Sort Code

Name and full postal address of your Bank or Building Society
To: The Manager Bank /Building Society
Address

Postcode



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

Originator's Identification Number

Reference Number

FOR CITY OF WESTMINSTER OFFICIAL USE ONLY
This is not part of the instruction to your Bank or Building Society

Address:

Instruction to your Bank or Building Society

Please pay the City of Westminster 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 City of Westminster and, if so, details will be passed electronically to my Bank/Building Society

Signature(s)

Date

Bank and Building Societies may not accept Direct Debit Instructions for some types of accounts



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 take part in the Direct Debit Scheme. The efficiency and security of the scheme is monitored and protected by your own Bank or Building Society
- If the amounts to be paid or the payment dates change, the City of Westminster will notify you 10 (ten) working days in advance of your account being debited or as otherwise agreed
- If an error is made by the City of Westminster 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 your Bank or Building Society. Please also send a copy of your letter to us.