

LPS DIRECT DEBIT FORM

INSTRUCTION TO YOUR BANK OR BUILDING SOCIETY TO PAY BY DIRECT DEBIT



Complete in CAPITAL LETTERS using black ink.

Please return completed form to:

Freepost Plus RTRB-XGKR-RALY
Land & Property Services
7 Lanyon Place,
BELFAST
BT1 3LP

Service User Number

9	6	1	3	5	8
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Property address

	Postcode

Name(s) of account holder(s)

Account ID

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Ratepayer ID

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Bank/Building Society account number

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Branch sort code

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Name of your Bank or Building Society

To the Manager of Bank or Building Society

Full address of your Bank or Building Society

	Postcode

Please choose ONE payment option, either

- A single payment on 28th only **OR**
 By instalments on (choose one only)
 7th 15th 28th

Contact telephone number

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Instruction to your Bank or Building Society

Please pay Land & Property Services (LPS) direct debits from the account detailed in this Instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand this Instruction may remain with LPS and, if so, details will be passed electronically to my Bank/Building Society.

Signature(s)

Date (DD/MM/YYYY)

/ /

DIRECT DEBIT GUARANTEE

(This guarantee should be detached and retained by the payer)



- 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, Land & Property Services (LPS) will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request LPS 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 LPS 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 LPS 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.