



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

Lisburn & Castlereagh City Council
 Civic Headquarters
 Lagan Valley Island
 Co. Antrim
 BT27 4RL

Instruction to your bank or building society to pay by Direct Debit

Service User Number

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Name(s) of Account Holder(s)

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Reference

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Account Number

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Branch Sort Code

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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

Please pay Lisburn & Castlereagh City 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 Lisburn & Castlereagh City Council and, if so, details will be passed electronically to my Bank/Building Society.

Signature/s
Date

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, Lisburn & Castlereagh City Council will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Lisburn & Castlereagh City Council to collect a payment, confirmation of the amount and date will be given to you at the time of request
- If an error is made in the payment of your Direct Debit by Lisburn & Castlereagh City 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 Lisburn & Castlereagh City Council ask you to
- You can cancel a Direct Debit at any time by simply contacting your bank or building society. Written notice may be required. Please also notify us.