LPS **DIRECT DEBIT FORM**

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

Land & Property Services

DIRECT Debit

Complete in CAPITAL LETTERS using black ink.

Please return completed form to:

Freepost RSTT – JUKU – ECAC
Land & Property Services
BELFAST
BT2 7SL

Service User Number

9	6	1	3	5	8

Name(s) of account holder(s)

Bank/Building Society account number

Branch sort code

Name of your Bank or Building Society

To the Manager of Bank or Building Society

Full address of your Bank or Building Society

Postcode

Property address

Postcode

Account ID

Ratepayer ID

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

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)

DIRECT Debit

- 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.