LPS DIRECT DEBIT FORM

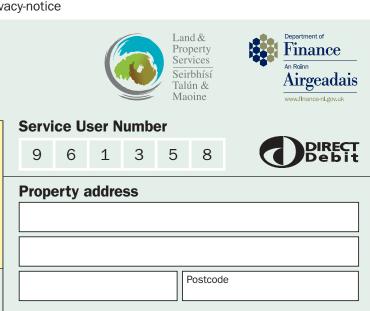
INSTRUCTION TO YOUR BANK OR BUILDING SOCIETY TO PAY BY DIRECT DEBIT

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



Name(s) of account holder(s)	Postcode
	Account ID Ratepayer ID
Bank/Building Society account number Branch sort code	Please choose ONE payment option, either A single payment on 28th only OR By instalments on (choose one only) 7th 15th 28th
Name of your Bank or Building Society	
To the Manager of Bank or Building Society Full address of your Bank or Building Society	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)
Postcode	

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.

DIRECT Debit

• 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.