

LPS DIRECT DEBIT FORM

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



Land & Property Services



Please complete this form and send to:

Freepost RSGL – ZXYH – RHZK
Land & Property Services
BELFAST
BT1 4JB

Name(s) of account holder(s)

Bank/Building Society account number

Branch sort code

Name and full postal address of your Bank or Building Society

Address of your Bank or Building Society

Postcode

Service User Number

9	6	1	3	5	8
---	---	---	---	---	---

Your 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

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.

