

# 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 it to:

## Land & Property Services

Central Collection Section  
Londonderry House  
21/27 Chichester Street  
Town Parks  
Belfast BT1 4JB

## Name(s) of Account Holder(s)


## Bank/Building Society 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 of (Bank or Building Society)


## Address (including Postcode)


## Originator's Identification Number

9	6	1	3	5	8
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## Property Address

## Please choose ONE payment option, either:

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

## Account ID/Ratepayer ID

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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)

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## Date (DD/MM/YYYY)

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## Telephone number

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## 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.