

Council tax

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

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

London Borough of Camden
 Council Tax & Business Rates
 Town Hall
 Argyle Street
 London
 WC1H 8NH

Service user number

9	7	1	6	8	2
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Reference

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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	Bank/building society
Address	
Postcode	

This is not part of the instruction to your bank or building society	
Please collect payments on the following day of the month	
	Tick here
7 th day of each month	
15 th day of each month	
21 st day of each month	
Last day of each month	

Instruction to your bank or building society

Please pay LB Camden 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 LB Camden 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 LB Camden will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request LB Camden 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 LB Camden 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 LB Camden 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.