



Please fill in the whole form using a ball point pen and send it to: Instruction to your bank or Lisburn & Castlereagh City Council building society to pay by Civic Headquarters **Direct Debit** Lagan Valley Island Service User Number Co. Antrim **BT27 4RL** 8 6 Name(s) of Account Holder(s) Reference Instruction to your Bank or Building Society Account Number Please pay Lisburn & Castlereagh City Council 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 Lisburn & Castlereagh City Council and, if so, details will be passed electronically to my Bank/Building Society. Branch Sort Code Name and full postal address of your Bank or Building Society To: The Manager Bank/Building Society Signature/s Address Date Postcode

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, Lisburn & Castlereagh City Council will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Lisburn & Castlereagh City Council to collect a payment, confirmation of the amount and date will be given to you at the time of request
- If an error is made in the payment of your Direct Debit by Lisburn & Castlereagh City Council 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 Lisburn & Castlereagh City Council ask you to
- You can cancel a Direct Debit at any time by simply contacting your bank or building society. Written notice may be required. Please also notify us.