



**CITY
OF
LONDON**

Instruction to your Bank or Building Society to pay by Direct Debit



Originators Identification Number **9 9 2 0 5 2**

City of London Council Tax Account Number

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

**CITY OF LONDON COUNCIL TAX SECTION
LIBERATA UK LIMITED
4TH FLOOR 125 WOOD STREET
LONDON EC2V 7AN
(Telephone 020 7332 1882 Direct Line)**

For the City of London's Official Use
This is not part of the instruction to your Bank or
Building Society

Name(s) of Account Holders

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	

Instruction to your Bank or Building Society

Please pay the City of London 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 the City of London 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 accounts.



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 the City of London will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request the City of London 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 the City of London 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 the City of London 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.