

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

Lewisham Homes  
Rent Accounts  
Holbeach Housing Office  
9 Holbeach Road  
Catford SE6 4TW

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


Reference number

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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 take part in the direct debit scheme. The efficiency and security of the scheme is monitored and protected by your own bank or building society.

If the amounts to be paid or the payment dates change, LB Lewisham will notify you 10 working days in advance of your account being debited or as otherwise agreed.

If an error is made by LB Lewisham or your bank or building society, you are guaranteed a full and immediate refund from your branch of the amount paid.

You can cancel a direct debit at any time by writing to your bank or building society. Please also send a copy of your letter to us.

Originator's identification number

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### For Lewisham Homes' information

This information is not part of the instruction to your bank or building society but we still need it so that we can complete the direct debit.

**I/We** authorise you to pass information to your **tenant/s**

### Payment frequency

Please circle your preferred frequency.

**Weekly** - on a Thursday

**Every four weeks** - on a Thursday

**Monthly** - the first Thursday of each month

**Monthly** - the 18th of each month

**Monthly** - the 28th of each month

Instruction to your bank or building society. Please pay LB Lewisham Direct Debits from account detailed in this instruction subject to safeguards assured by the Direct Debit Guarantee. I understand that this instruction may remain with LB Lewisham and, if so, details may be passed electronically to my bank/building society.

Signature(s)

Date

**This request will take time to process. Lewisham Homes collects the rent on behalf of the Council. A Lewisham Homes staff member will be in contact to confirm your direct debit application.**

## Direct debit is the easiest way to pay your rent

Your rent is automatically deducted from your bank account on a weekly, four weekly or calendar monthly basis.

If you would like to set up a direct debit, simply fill in this form and return it to:

Lewisham Homes  
Rent Accounts  
Holbeach Housing Office  
9 Holbeach Road  
Catford SE6 4TW

For more information, contact the Rent team

**0800 028 2 028 - Press 2**

(It may be cheaper to call 020 8613 4000 from  
a mobile)

**Important:** Do not stop making payments using your usual method until we have written to confirm that your direct debit has been set up.

**Simple**

**Safe**

**Easy**