



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

Lisburn Borough Council  
Island Civic Centre  
The Island  
Lisburn  
BT27 4RL

Name(s) of Account Holder(s)

Bank/Building Society account number

Branch Sort Code

Name and full postal address of your Bank or Building Society

To the Manager Bank/Building Society  
Address  
Postcode

Reference Number

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

Originator's Identification Number

9 6 2 2 8 2

OFFICIAL USE ONLY  
This is not part of the instruction to your Bank or Building Society

**Instruction to your Bank or Building Society**

Please pay Lisburn Borough 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 Borough Council 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 from 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 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 Lisburn Borough Council will notify you 10 working days in advance of your account being debited or as otherwise agreed.
- If an error is made by Lisburn Borough Council 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.