L&Q

DIRECT Debit

Please fill in the form using a ballpoint pen and send it to:

**L&Q Direct
Cray House, 3 Maidstone Road
Sidcup, DA14 5HU**

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:

L&Q Customer Reference Number

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

Originator's Identification Number

4	1	1	5	3	8

For London and Quadrant Housing Trust OFFICIAL USE ONLY. This is not part of the instruction to your Bank or Building Society, but please fill in your home address at the bottom of this box.
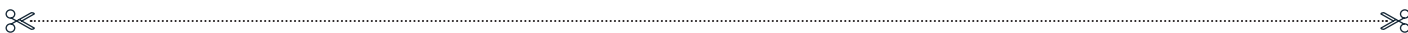
Address: _____

_____

Postcode: _____

Instruction to your Bank or Building Society
Please pay London and Quadrant Housing Trust 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 London and Quadrant Housing Trust and if so, details will be passed electronically to my Bank/Building Society.

Signature(s):
Date:

Bank and Building Societies may not accept Debit Instructions on some types of account. London and Quadrant Housing Trust is an exempt charity.

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This guarantee should be detached and retained by the Payer

Direct Debit Guarantee

DIRECT Debit

- 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 date changes, London and Quadrant Housing Trust will notify you 5 working days in advance of your account being debited or as otherwise agreed.
- If an error is made by London and Quadrant Housing Trust 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.