

# Paying by direct debit



## Switch to direct debit

Pay monthly on the 1st, 5th, 10th, 15th, 20th or 25th

- **It's simple** - just call 0845 300 0328 and tell us your bank details.
- **It's convenient** - choose from one of six dates and no form to fill in.
- **It's secure** - the direct debit guarantee protects all your payments.

If you are unable to phone, please print this form, complete and detach the direct debit instruction below, and post it to Lambeth Council Tax, PO Box 166, Erith DA8 9DX.

You should continue to make payments as shown on your bill until you are told the direct debit is set up.

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### Instruction to your bank or building society to pay by direct debit

Please fill in the whole form, detach and send to Lambeth Council Tax, PO Box 166, Erith DA8 9DX.



1. Name and full postal address of your Bank or Building Society branch

To: The Manager

Bank/Building Society

Address

Postcode

2. Name(s) of Account holder(s)

Originator's identification number

9 7 2 1 7 5

For London Borough of Lambeth use only

**This is not part of the instruction to your Bank or Building Society.**

6. Choose your preferred payment date. Circle **one** of the following:

1st 5th 10th 15th 20th 25th No other dates are available

3. Branch sort code (Top right of cheque)

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4. Bank/Building Society account number

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5. Council tax reference

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Instruction to your Bank or Building Society  
Please pay London Borough of Lambeth direct debits from the account detailed on this instruction subject to the safeguards assured by the direct debit guarantee. I understand that this instruction may remain with London Borough of Lambeth and if so, details will be passed electronically to my Bank/Building Society.

Signature

Date

**How to contact the council tax office**

Please quote your account number when contacting the council tax office

**Telephone:**

0845 300 0328  
Monday-Friday 8.30am-6pm  
Saturday 9am-1pm

**Fax to:**

020 8315 2249

**Email:**

[lambethctax@capita.co.uk](mailto:lambethctax@capita.co.uk)

**Write to:**

Lambeth Council Tax, PO Box  
166, Erith DA8 9DX

**Visit:**

Brixton Customer Centre  
18 Brixton Hill, London SW2 1RL  
Opening Hours  
Monday, Wednesday and Friday  
8.30am - 5.30pm  
Tuesday 8.30am - 3pm  
Thursday 8.30am - 7pm  
Saturday 10am - 2pm

Gracefield Gardens  
Customer Centre  
2-8 Gracefield Gardens  
London  
SW16 2ST  
Opening Hours  
Monday, Thursday and Friday  
8.30am - 5.30pm  
Tuesday 8.30am - 3pm  
Wednesday 8.30am - 7pm  
Saturday 10am - 2pm

For more information visit  
[www.lambeth.gov.uk/counciltax](http://www.lambeth.gov.uk/counciltax)

Capita Business Services Ltd is working in partnership with the London Borough of Lambeth to manage the collection of council tax. Registered in England No. 2299747. Part of the Capita Group plc.

## The direct debit guarantee. Protecting your payments.

- All banks and building societies that take part in the direct debit scheme offer this guarantee. 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, we will tell you normally 10 working days in advance of your account being debited or as otherwise agreed.
- If the London Borough of Lambeth or your bank or building society makes an error, 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 send us a copy of your letter.