

Pay your Major Works Service Charges by Direct Debit



Switch to paying your Major Works Service Charges by direct debit and we will credit your service charge account with a £10 payment for switching*

If you have a current account with a bank or building society you can set up a Direct Debit to pay your Major Works Service Charges each month. Paying by Direct Debit is the easiest way to pay – there are no cheques to write, no paper work or postage and no queuing. Payments are made for you by your bank or building society.

When we have received your Direct Debit form we will write to you within 10 days to tell you when the direct debit will start and how much will be paid each month.

Here are some of the advantages of paying by direct debit:

- If there are any changes to the date or amount of your payment you will be given at least 10 days notice, so that you can contact us for more details.
- You can cancel the Direct Debit any time by advising your bank or building society.
- You are entitled to a refund from your bank or building society if a mistake occurs.

Frequently Asked Questions

When will my account be debited?

You can choose to pay on the **2nd, 9th, 16th or 28th** of each month.

Can I cancel a direct debit instruction?

Yes, you can cancel a direct debit at any time by writing to or calling your bank / building society. You should also let your major works officer know if you decide to cancel your Direct Debit or if you want to amend the amount you pay each month.

What sort of account do I need to pay by direct debit?

Any bank or building society current account, including basic bank accounts can be used to make payments by Direct Debit.

Contact us:

Home Ownership is based at Highbury House, 5 Highbury Crescent, London, N5 1RN

Contact details are provided below:

Tel: 0207 527 7715

Fax: 0207 527 7733

Email: homeownership@islington.gov.uk

**For terms and conditions please visit our website*

Please fill in the whole form including official use box using a ball point pen and send it to the Freepost address below.

Please send form to:
Freepost RSHH-SKKJ-USGH
Home Ownership Services
London Borough of Islington
5 Highbury Crescent
London N5 1RN

Service User Number

9	7	2	2	7	0
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Name and full postal address of your Bank or Building Society

To: The Manager	Bank / Building Society
Address	
Postcode	

Branch Sort Code

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Bank / Building Society account

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Name(s) of Account Holder(s)

Reference Number (Major Works Invoice Number)

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(Nine digits starting with 6)

FOR LONDON BOROUGH OF ISLINGTON OFFICIAL USE ONLY
This is not part of the instruction to your bank or building society

Your Name			
Your Address			
Postcode			
Please debit my account on (tick one box)			
2nd <input type="checkbox"/>	9th <input type="checkbox"/>	16th <input type="checkbox"/>	28th <input type="checkbox"/>

Instruction to your Bank or Building Society

Please pay The London Borough of Islington 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 Borough of Islington 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 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 accept instructions to pay Direct Debits.
- If there are any changes to the amount, date or frequency of your Direct Debit London Borough of Islington will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request London Borough of Islington 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 London Borough of Islington 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 London Borough of Islington 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.