

# LPS DIRECT DEBIT FORM

INSTRUCTION TO YOUR BANK OR BUILDING SOCIETY TO PAY BY DIRECT DEBIT



Land &  
Property  
Services  
Seirbhísí  
Talún &  
Maoiné



Department of  
**Finance**  
An Roinn  
**Airgeadais**  
www.finance-ni.gov.uk

Complete in CAPITAL LETTERS using black ink.

**Please return completed form to:**

Freepost Plus RTRB-XGKR-RALY  
Land & Property Services  
7 Lanyon Place,  
BELFAST  
BT1 3LP

**Name(s) of account holder(s)**  
**Bank/Building Society account number****Branch sort code****Name of your Bank or Building Society**

To the Manager of Bank or Building Society

  
**Full address of your Bank or Building Society**  
  
  
  
  
 Postcode**Service User Number****Property address**  
  
 Postcode**Account ID****Ratepayer ID****Please choose ONE payment option, either**

- A single payment on 28th only **OR**  
 By instalments on (choose one only)  
 7th  15th  28th

**Contact telephone number****Instruction to your Bank or Building Society**

Please pay Land & Property Services (LPS) direct debits from the account detailed in this Instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand this Instruction may remain with LPS and, if so, details will be passed electronically to my Bank/Building Society.

**Signature(s)**  
**Date (DD/MM/YYYY)** /  / 

## DIRECT DEBIT GUARANTEE

(This guarantee should be detached and retained by the payer)

- 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, Land & Property Services (LPS) will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request LPS 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 LPS 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 LPS 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.

