



LANCASTER WEST
NEIGHBOURHOOD TEAM
W11



Why not pay your rent the easy way?

Paying by Direct Debit is quick,
easy and hassle free. Sign up today.



THE ROYAL BOROUGH OF
KENSINGTON
AND CHELSEA

Direct Debit form for Lancaster West Estate Tenants



Service user number

8 3 8 3 3 3

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



Please fill in the whole form including OFFICIAL USE box using a ballpoint pen and send it to:

**The Royal Borough of Kensington and Chelsea
Unit 7, Baseline Studios,
Whitchurch Road
W11 4AT**

For the Royal Borough of Kensington and Chelsea
OFFICIAL USE ONLY
**This is not part of the instruction to your Bank or
Building Society.**

Name(s) of account holder(s):

Your property address:

Bank/Building Society account number:

Please indicate your preferred payment date each month:

Payment date: 7th 15th 21st or 28th

Branch Sort Code:

Frequency: Monthly or Quarterly
(please tick one only)

Name and full postal address of your Bank or Building Society:

To: The Manager Bank/Building Society

Address

Postcode


Reference:

Instruction to your Bank or Building Society

Please pay the Royal Borough of Kensington and Chelsea 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 the Royal Borough of Kensington and Chelsea 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

The 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 the Royal Borough of Kensington and Chelsea will notify you ten working days in advance of your account being debited or as otherwise agreed.
- If you request the Royal Borough of Kensington and Chelsea 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 the Royal Borough of Kensington and Chelsea 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 the Royal Borough of Kensington and Chelsea 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.





Did you know that one in five tenants already pay their rent by Direct Debit, which is the quickest and easiest way to pay?

Paying by Direct Debit means you avoid queuing, postage and paperwork and it takes away the worry of having to remember to pay on time.

There are also lots of other benefits:

- **It's easy to set up**
- **It saves you time**
- **It takes away the hassle of remembering to pay**
- **It's secure and protected by the Direct Debit Guarantee**

If you'd like to sign up please complete the Direct Debit form and return it to

**Lancaster West Neighbourhood Team,
Unit 7,
Baseline Studios,
Whitchurch Road,
London
W11 4AT**

Once we receive the form we will process it within five working days and will write to you to confirm the Direct Debit has been set up.

If you need further information, please contact **LWNT main office** on **0800 389 2005**.

**LANCASTER WEST
NEIGHBOURHOOD TEAM**

W11

Part Of Kensington And Chelsea Council

GET IN TOUCH WITH US



Unit 7
Baseline Studios
Whitchurch Road
W11 4AT



0800 389 2005



lancasterwestoffice@rbkc.gov.uk



[@lancasterwestneighbourhoodteam](https://www.instagram.com/lancasterwestneighbourhoodteam)



Lancaster West Neighbourhood Team



WeAreW11 App