



Instruction to your bank / building society to pay by Direct Debit



Please fill in the whole form and send it to:

Lincoln Property Company LTD
Student Housing Lincoln,
St Mark Street,
Lincoln,
Lincolnshire,
LN5 7BA

Service User Number

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Name(s) of Account Holder(s)

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Reference Number

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Instruction to your Bank or Building Society

Please pay Lincoln Property Company LTD, 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 Lincoln Property Company LTD and, if so, details will be passed electronically to my Bank/Building Society

Bank/Building Society account number

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Branch Sort Code

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Name and full postal address of your Bank or Building Society

To 'The Manager'	Bank/Building Society
Address	
Postcode	

Signature(s)
Date

Banks and Building Societies may not accept Direct Debit Instructions from 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 Lincoln Property Company LTD will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Lincoln Property Company LTD to collect a payment, confirmation of the amount and date will be given to you at the time of request
- If an error is made in the payment of your Direct Debit by Lincoln Property Company LTD 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 Lincoln Property Company LTD 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

