

# Appendix 8

 <p><b>BY PHONE WITH A DEBIT OR CREDIT CARD</b></p> <p>Using the 24-hour automated debit or credit card telephone payment line service on 020 7823 2601.</p> <p>You will need your <b>ten-digit account number</b> which you can find on your service charge invoice.</p>	 <p><b>ONLINE BY DEBIT OR CREDIT CARD</b></p> <p>Over the internet at <a href="https://payments.westminster.gov.uk/housingpayments/">https://payments.westminster.gov.uk/housingpayments/</a> and follow the instructions under the heading 'view or pay your Westminster housing rent or service charges'</p>
 <p><b>BY DIRECT DEBIT</b></p> <p>This is the easiest and safest way to pay. Cover by the 'Direct Debit Guarantee' also provides additional protection and reassurance. Once you set up a Direct Debit, you don't need to take any further action, as your payments will automatically transfer from your account. The amount payable each month will be the due balance, divided by twelve. If you'd like to switch to this option, please complete and return the enclosed Direct Debit form to our Leasehold Operations team. To set up a Direct Debit for major works, please complete both the Direct Debit and 'Alternative Payment Agreement for Major Works' forms.</p>	 <p><b>BY STANDING ORDER</b></p> <p>A bank standing order mandate can be requested on 0800 358 3783 or by visiting your local area office. You will need to complete it and send it to your bank.</p> <p>For the day to day management and maintenance aspect of your service charges only, you can pay direct from your bank account. The amount payable each month will be the account balance divided by twelve.</p> <p><b>You are responsible for informing your bank of any changes needed when they are required.</b></p>
 <p><b>DIRECT TO BANK ACCOUNT (VIA BACS)</b></p> <p>Payments can be made to</p> <p>Account Name: <b>City Of Westminster</b></p> <p>Sort Code: <b>30-00-00</b></p> <p>Account Number: <b>00250821.</b></p> <p>International Codes:</p> <p><b>BIC: LOYDGB2LCTY - IBAN: GB24 LOYD 3000 0200 3500 82</b></p> <p>When making a payment, <b>please quote your account number in full</b>, omitting any dashes, spaces or characters.</p>	 <p><b>BY POST</b></p> <p>Cheques and postal orders must be <b>made payable to City of Westminster</b> and sent to Westminster City Council at Income Manager Team, Finance and Resources Directorate, City Hall, 16th Floor, 64 Victoria Street, London SW1E 6QP. On the reverse of your cheque, please clearly write your <b>account number on the top right-hand side</b> and your <b>name and property address on the left-hand side.</b></p>
 <p><b>SERVICE CHARGE LOANS</b></p> <p>Housing Regulations 1992 SI 1078. In the Landlord's opinion the service charge demanded in this notice may entitle the leaseholder to a loan. Please apply in writing to Westminster City Council, Leasehold Operations, 137 Lupus Street, London SW1V 3HE.</p>	 <p><b>USE OF DATA</b></p> <p>Information provided to the Council may be shared across departments and services within the Council, and with contractors employed by the council, for the purposes of recovering any sum owed by you to the Council, updating our records, preventing and detecting fraud, and for research and statistical analysis. The Council will not disclose confidential information except to the extent that the law requires or allows.</p>
<p>The Landlord and Tenant Act 1987 Section 47 &amp; 48</p> <p>The name of your landlord is: The Lord Mayor and Citizens of Westminster</p> <p>The address at which notices may be served is: Westminster City Hall, 64 Victoria Street, London, SW1E 6QP.</p>	