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

Please complete the form in black pen and return to:

East Renfrewshire Council
Council Tax Team
211 Main Street
Barrhead
G78 1SY

Council Tax account number

Service user number

8	0	0	1	9	9

Name(s) of account holder(s)

Customer Reference (please leave blank)

Bank/building society account number

Please tick the monthly payment date you would like:

1st ☐ 7th ☐ 14th ☐ 21st ☐ 28th ☐

Branch sort code

Instruction to your bank or building society

Please pay East Renfrewshire Council 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 East Renfrewshire Council and, if so, details will be passed electronically to my bank/building society.

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 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, East Renfrewshire Council will notify you 14 working days in advance of your account being debited or as otherwise agreed. If you request East Renfrewshire Council 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 East Renfrewshire Council 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 East Renfrewshire Council 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.