

# Direct Debit Instruction: Sundry Debtors

Please fill in the whole form, including your choice of payment date, and return to:

Sundry Debtors Team, Revenue Services, East Dunbartonshire Council, William Patrick Library, 2/4 West High Street, Kirkintilloch, Glasgow, G66 1AD  
**Tel:** 0141 578 8490 **Email:** debtors@eastdunbarton.gov.uk

Name:  
\_\_\_\_\_  
Address:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Postcode:  
\_\_\_\_\_

Tel No: (In case of query)

Please select the date you wish deductions to be made from your account by ticking one of the following boxes:

1st day of month  
 15th day of month

For office use only

Service \_\_\_\_\_

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



Please use a ball point pen to complete parts 1-6 to instruct your branch to make payments from your account and then return to:  
Sundry Debtors Team, Revenue Services, East Dunbartonshire Council, William Patrick Library, 2/4 West High Street, Kirkintilloch, Glasgow, G66 1AD

### 1. Name(s) of Account Holder(s)

\_\_\_\_\_  
\_\_\_\_\_

### Service User Number

2 | 4 | 8 | 1 | 7 | 5

### 2. Bank or Building Society account number

| | | | | | | | | | | | | | | |

### 5. Customer Reference

| | | | | | | | | | | | | | | |

### 3. Branch Sort Code

| | | | | |

### 6. Instruction to your Bank or Building Society

Please pay East Dunbartonshire 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 Dunbartonshire Council and, if so, details will be passed electronically to my Bank / Building Society.

### 4. 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 Dunbartonshire Council will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request East Dunbartonshire 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 Dunbartonshire 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 Dunbartonshire 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.