

HOW TO COMPLETE THE DIRECT DEBIT INSTRUCTION

1. Take the details, as shown in the example below, from a cheque of your own to complete the Direct Debit Instruction. The numbers in the example coincide with the information requests in the Instruction.
If you are having difficulty, ask your bank for advice.
2. Sign the Instruction, detach it and **return to Renfrewshire Council, Director of Finance and IT, Cotton Street, Paisley, PA1 1AD**

Typical Cheque

4. Bank Sort Code _____	→ 90-25-10
1. Bank Name and Address _____	ANY BANK LTD MAIN STREET, ANYTOWN PAY _____
3. Bank/Building Society Account Number _____	A. N. OTHER 732983 90-25-10 12398987

N.B.: Please ensure that you enter the Council Tax Reference Number which you can find on your Demand Notice and that you sign the form and provide your full address

DIRECT DEBIT GUARANTEE



- This guarantee is offered by all Banks and Building Societies that take part in the Direct Debit Scheme. The efficiency and security of the Scheme is monitored and protected by your own Bank or Building Society.
- If the amounts to be paid or the payment dates change, Renfrewshire Council will notify you 10 working days in advance of your account being debited or as otherwise agreed
- If an error is made by Renfrewshire Council or your Bank or Building Society, you are guaranteed a full and immediate refund from your Branch of the amount paid.
- You can cancel a Direct Debit at any time by writing to your Bank or Building Society. Please also send a copy of your letter to us.

PLEASE SELECT YOUR PREFERRED MONTHLY PAYMENT DATE

1st

14th

27th



INSTRUCTION TO YOUR BANK OR BUILDING SOCIETY TO PAY BY DIRECT DEBIT
Please fill in the whole form including your preferred payment date and return to
Renfrewshire Council, Director of Finance and IT, Cotton Street, Paisley, PA1 1AD



Council Tax Reference:

--	--	--	--	--	--	--	--	--	--	--	--

Originator's Identification Number:

9	7	2	3	2	1
---	---	---	---	---	---

1. Name and postal address of your branch

To: The Manager _____
 _____ Bank/Bldg. Soc.
 Address _____
 _____ Postcode _____

2. Name(s) of account holder

3. Bank/Building Society account number.

--	--	--	--	--	--	--	--	--	--	--	--

4. Branch Sort Code

____ - ____ - ____

Banks/Building Societies may not accept Direct Debit instructions for some types of account.

5. Instruction to your Bank/Building Society

Please pay Renfrewshire Council Direct Debits from the account detailed on this instruction, subject to the safeguards assured by the Direct Debit Guarantee. I understand that this instruction may remain with Renfrewshire Council and if so, details will be passed electronically to my Bank/Building Society

Signatures of Account Holders

Signature(s) _____
 Address _____

 Date _____