

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 the Director of Finance and IT Services, Renfrewshire Council Headquarters, South Building, Cotton Street, Paisley PA1 1AD

Typical Cheque

<p>4. Bank Sort Code</p> <p>1. Bank Name and Address</p> <p>3. Bank/Building Society Account Number</p>	<table border="0" style="width: 100%;"> <tr> <td style="width: 80%;"></td> <td style="text-align: right;">→ 90-25-10</td> </tr> <tr> <td colspan="2">ANY BANK LTD</td> </tr> <tr> <td colspan="2">MAIN STREET, ANYTOWN</td> </tr> <tr> <td colspan="2">PAY _____</td> </tr> <tr> <td colspan="2">_____</td> </tr> <tr> <td colspan="2" style="text-align: right;">A. N. OTHER</td> </tr> <tr> <td>732983</td> <td>90-25-10</td> <td>12398987</td> </tr> </table>		→ 90-25-10	ANY BANK LTD		MAIN STREET, ANYTOWN		PAY _____		_____		A. N. OTHER		732983	90-25-10	12398987
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N.B. Please ensure that you enter the Rates Reference Number which you can find on your Demand Notice and that you sign the form and provide the address of the rateable subjects.

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, you will be told of this in advance by at least 14 days as 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.



INSTRUCTION TO YOUR BANK / BUILDING SOCIETY TO PAY DIRECT DEBITS

Please complete parts 1-5 to instruct your branch to make payments from your account.
Then return to: Renfrewshire Council at the address shown in your Demand Notice.



Rates Reference:

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Originator's Identification Number:

9	7	2	3	2	2
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1. Full postal address of your branch

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

2. Name(s) of account holder

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3. Bank/Building Society account number.

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4. Branch Sort Code

□ □ □	-	□ □ □	-	□ □ □
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Banks/Building Societies may refuse to accept instructions to pay direct debits from 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.

Signatures of Account Holders

Signature(s) _____
Address _____

Date _____