



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

Please fill in the whole form using a ball point pen and send it to:

Director of Finance and Resources  
Renfrewshire Council  
Renfrewshire House  
Business Rates  
Cotton Street  
Paisley  
PA1 1AD

Service user number

9 7 2 3 2 2

Name(s) of account holder(s)

Business rates reference

Bank or building society account number

Branch sort code

**Instruction to your bank or building society**

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

**Name and full postal address of your bank or building society**

To: The Manager Bank or building society  
Address  
Postcode

Signature(s)  
Date

Banks and building societies may not accept Direct Debit Instructions for some types of account

NDR DDI v1

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