

# South Ayrshire Council

## DIRECT DEBIT - THE EASY WAY TO PAY !

No more queuing, postage or the need to remember - just one signature and you can leave the rest to your Bank or Building Society. Simply complete and return the Direct Debit instruction - that's all it takes.

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



**Banks and Building Societies may not accept Direct Debit Instructions for some types of account.**

**Please complete parts 1 to 5 to instruct your bank to make payments from your account and then return to:-  
South Ayrshire Council, PO Box 31, Wellington Square, Ayr, KA7 2PL**

### INSTRUCTION TO YOUR BANK / BUILDING SOCIETY TO PAY DIRECT DEBITS



Originator's Identification Number:

916176

Rates Reference:

1. To The Manager : \_\_\_\_\_ Bank / Building Society

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

2. Name(s) of account holder(s) : \_\_\_\_\_

3. Bank / Building Society account number

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4. Branch Sort Code (if known)

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5. Instruction to your Bank / Building Society

**Please pay South Ayrshire 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 South Ayrshire Council and, if so, details will be passed electronically to my Bank / Building Society.**

**SIGNATURE(S) : \_\_\_\_\_ DATE : \_\_\_\_\_**