

Instruction to your bank or building society to pay Sundry Debt by Direct Debit



Clackmannanshire Council



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

**Clackmannanshire Council
Revenue and Payments Services
Kilncraigs
Greenside Street
Alloa
FK10 1EB**

Originators Identification number

3 8 8 5 7 6

Reference

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For Office use only

This is not part of the instruction to your bank or building society

Date direct debit should be deducted

1st 15th 28th (please tick)

Instructions to your bank or building society

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

Signature(s) _____

Date _____

Please note that banks or building societies may not accept direct debit instructions for some types of account.

Name(s) and addresses (to which DD payments refer)

Name(s) of account holder(s)

Bank / building society account number

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Branch sort code

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Name and full postal address of your bank or building society

To: The Manager _____

Bank / BS _____

Address _____

Postcode _____



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, Clackmannanshire Council will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Clackmannanshire 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 Clackmannanshire 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 Clackmannanshire Council asks you to.
- You can cancel the Direct Debit at any time by simply contacting your bank or Building Society. Written confirmation may be required. Please also notify us.