Clackmannanshire Council

DIRECT Debit

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 to:

Tenancy Management Team,
Kilncraigs,
Greenside Street,
Alloa.
FK10 1EB

Name(s) of account holder(s)

_____

_____

Bank / building society account number

Branch sort code

Name and full postal address of your bank or building society

To: The Manager _____

Bank / BS _____

Address _____

_____

Postcode _____

Reference

Service user number

9	0	2	9	2	3

For Office use only
This is not part of the instruction to your bank or building society

For Customer Use

Date direct debit should be deducted:

1st ☐ 15th ☐ or

Instalments: Weekly ☐ or Fortnightly ☐

Preferred Friday Start Date _____

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 _____

Date _____

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

This guarantee should be detached and retained by the payer

The Direct Debit Guarantee

DIRECT Debit

- This guarantee is offered by all banks and building societies that accept instructions to pay by 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 of Building Society. Written confirmation may be required. Please also notify us.