



NORTH AYRSHIRE
COUNCIL

Cover Note - Council Tax Direct Debit Instruction Form

Direct Debit is the Council's preferred method of payment. It offers significant savings that help to reduce the Council Tax.

The Council Tax payer also enjoys significant benefits –

- You can select the payment date that best meets your circumstances
- You are free from
 - Queues
 - Cheques
 - Stamps
 - Envelopes
 - Changes to standing orders
- Your payments will be on time, every time. You will not be worried about reminders for late payments.
- Your payments will be accurate and secure and you have the Direct Debit guarantee of an immediate refund.
- We will let you know if your instalments change.

To start taking advantage of payment by Direct Debit, complete the Direct Debit Instruction Form and send it to the Council at the address shown below. You should retain the Direct Debit Guarantee for your own records.

We will arrange the Direct Debit with your bank and send you a replacement Council Tax bill that shows the instalments due for the remainder of the financial year on your preferred payment dates.

If you have any questions regarding the form or the information we have asked for, please telephone 0845 603 0592 for assistance or use the Contact Us facility on the Council's web site.



NORTH AYRSHIRE
COUNCIL



DD

Instruction to your Bank or Building Society to pay by Direct Debit

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

Chief Financial Officer
Financial Services
North Ayrshire Council
Cunninghame House
P.O. Box 7964
Irvine
KA12 8LS

Originator's Identification Number

9	1	6	1	7	3
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Please tick your preferred Council Tax
payment date

1st

15th

28th

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/Building Society
Address	
Postcode	

Instruction to your Bank or Building Society

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

Signature(s)
Date

Council Tax Reference Number

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Address

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Banks and Building Societies may not accept Direct Debit Instructions from some types of account

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

If you change address a new Direct Debit instruction is required. Please contact Financial Services to advise of the change and request a new instruction.