North Ayrshire Council
Comhairle Siorrachd Àir a Tuath

DIRECT Debit

# 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:**

North Ayrshire Council
Council Tax Service
P.O. Box 7964
Bridgegate House
Irvine
KA12 8LS

**Originator's Identification Number**

| 9 | 1 | 6 | 1 | 7 | 3 |
|---|---|---|---|---|---|

Please tick your preferred Council Tax payment date

1st ☐

15th ☐

28th ☐

**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/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**

**Address**

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

DIRECT Debit

- 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 entiteld to a full and immedicate 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 Council Tax Service to advise of the change and request a new instruction.