

**Instruction to your
Bank or Building
Society
to pay Direct Debits**



Originator's Identification Number
2 6 1 3 1 4

**Pay your
Business Improvement
District (BID) Levy**

BY

Please fill in the whole form and send it to:

Customer Advice & Support Service, Scottish Borders Council, Newtown St Boswells, MELROSE, TD6 0SA

1 Name and full postal address of your Bank or Building Society branch

To: The Manager _____ Bank/Building Society
Address _____

Postcode _____

2 Name(s) of Bank or Building Society account holder(s)

**5 BID Account Number
(from your BID Levy Bill)**

3 Branch sort code

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**6 Instruction to your Bank or
Building Society**

Please pay Scottish Borders Council Direct Debits from the account detailed on this Instruction subject to the safeguards assured by The Direct Debit Guarantee.

**4 Your Bank or Building Society account
number**

Signature(s) _____

Date _____

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

If you wish to make a **SINGLE ANNUAL PAYMENT** by Direct Debit please tick (✓) this box



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 Scottish Borders Council will notify you 5 working days in advance of your account being debited or as otherwise agreed. If you request Scottish Borders 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 Scottish Borders 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 Scottish Borders 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.



PLEASE KEEP THIS IN A SAFE PLACE

PAYMENTS

Payment by Direct Debit will be taken by **monthly instalments** on the 1st of **each month** or by an **annual payment**. If you wish to make an **annual payment** please tick the box on the Direct Debit Instruction overleaf.

DIRECT DEBIT HELPS YOU

- You give your instructions only once - the Council and your Bank or Building Society do the rest.
- You can forget about writing cheques, posting letters or queuing to make payments.
- It may save you Bank charges.
- You won't need to be reminded to make payment.

DIRECT DEBIT HELPS THE BID COMPANY

Direct Debit is the most cost effective way for the BID Company to collect payments.

DIRECT DEBIT IS SAFE

You are offered the following guarantee:

- You are always advised in advance of the amounts and dates of payments.
- You can cancel a Direct Debit at any time.
- You are assured of an immediate refund from your Bank/Building Society if any amount is wrongly collected.

HOW TO PAY BY DIRECT DEBIT OR FOR FURTHER INFORMATION

You can complete the form overleaf and either hand it into your nearest - Contact Centre/Library Contact Centre or post it to:

Customer Advice & Support Service,
Scottish Borders Council,
Newtown St Boswells,
MELROSE,
TD6 0SA.

Personal enquires may be made at any of our local - Contact Centre/Library Contact Centre – locations and opening times can be accessed via the following web address: www.scotborders.gov.uk/contactcentres

To find out more about what Scottish Borders Council does with your data please visit www.scotborders.gov.uk/CASSPrivacyNotices