





HOW DIRECT DEBIT WORKS

If you have a suitable Bank or Building Society account, the best way to pay your invoice is by Direct Debit.

Payment by Direct Debit may be made either annually, monthly, 4 weekly, fortnightly, weekly. Please tick the appropriate 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 COUNCIL

Direct Debit is the most cost effective way for the Council to collect payments thus helping to keep down the level of Council Tax.

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 enquiries 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