



INSTRUCTION TO YOUR BANK OR BUILDING SOCIETY TO PAY DIRECT DEBITS

Please fill in the whole form and send it to:

Scottish Borders Council
Council HQ, Newtown St Boswells, MELROSE
Scottish Borders TD6 0SA

DIRECT DEBIT INSTRUCTION to pay Scottish Borders Council Invoices

Service User Number

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1. Name and full postal address of your Bank/Building Society

To: The Manager	Bank/Building Society
Address	
Postcode	

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

3. Branch Sort Code (from the top right hand corner of your cheque)

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4. Bank/Building Society Account Number

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5. Council Customer Reference Number (from invoice)

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Your Name & Address

6. Instruction to your Bank or Building Society

Please pay: **SCOTTISH BORDERS COUNCIL**

Signature: Date:

Signature: Date:

Direct Debits from the account detailed on this instruction subject to the safeguards assured by The Direct Debit Guarantee.

Banks and Building Societies may not accept Direct Debit instructions for some types of accounts.

Scottish Borders Council will collect Direct Debits on the 1st or 15th of the month.

The Direct Debit Guarantee (This guarantee should be detached & retained by the payee)



- 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 u

