Instruction to your Bank or Building Society to pay Direct Debits

DIRECT Debit

Originator's Identification Number

9	0	0	5	8	3

Please fill in the whole form and send it to:
Fife Council, Executive Director of Finance & Resources, Business Rates, Rothesay House, Rothesay Place, Glenrothes, Fife, KY7 5PQ

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

To the Manager _____

Bank or Building Society

Address _____

Postcode

2. Name(s) of account holder(s)

3. Branch sort code
(from the top right hand corner of your cheque)

4. Bank or Building Society account number

5. Fife Council account number

6. Instruction to your Bank or Building Society
Please pay Fife Council
Direct Debits from the account detailed on this instruction subject to the safeguards assured by The Direct Debit Guarantee

Signature(s)

Date

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

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The Direct Debit Guarantee

This Guarantee is offered by all Banks and Building Societies that take part in the Direct Debit Scheme. The efficiency and security of the Scheme is monitored and protected by your own Bank or Building Society.

If the amounts to be paid or the payment dated change, you will be told in advance by at least 14 days as agreed.

If an error is made by Fife Council or your Bank or Building Society, you are guaranteed a full and immediate refund from your branch of the amount paid.

You can cancel a Direct Debit at any time by writing to your Bank or Building Society. Please also send a copy of your letter to us.

This Guarantee should be detached and retained by the customer.