



Instruction to your Bank or Building Society to pay by Direct Debit.

Fife Council
Income Recovery Team
Finance & Procurement Service
Rothesay House
Glenrothes
Fife KY7 4PQ

Originator's Identification Number

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Reference

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Name(s) of account holder(s)

FOR FIFE COUNCIL OFFICIAL USE ONLY

This is not part of the instruction to your bank or Building Society.

Preferred payment date, please select one:

1st of month

15th of month

Instruction to your Bank or Building Society:

Please pay Fife 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 Fife Council and, if so, details will be passed electronically to my Bank/Building Society.

Bank/Building Society account number

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Branch Sort Code

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Name and full address of your Bank or Building Society

To: The Manager
Address
Postcode

Signature(s)

Date

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



This guarantee should be detached and retained by the payer



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, Fife Council will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Fife 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 Fife 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 Fife 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.