



# Instruction to your bank or building society to pay by Direct Debit

Please fill in the whole form including official use box using a ball point pen and send it to:

Sundry Accounts  
 East Lothian Council  
 PO Box 13268  
 Haddington  
 East Lothian  
 EH41 3HA

Name(s) of account holder(s)

Bank/building society account number

Branch sort code

Name and full postal address of your bank or building society

To: The Manager Bank/building society

Address

Postcode

Sundry Account Number

Service user number

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Sundry Accounts  
 This is not part of the instruction to your Bank or Building Society

1<sup>st</sup> Payment Amount: .....

Date of 1<sup>st</sup> Payment: ...../...../.....

Subsequent Payment Amount: .....

Date of Subsequent Payment: ...../...../.....

Frequency of Payment:      Weekly       Monthly   
 Fortnightly  4 Weekly  Quarterly       6 Monthly   
 Annually

If an Instalment plan enter total no. of collections: .....

### Instruction to your Bank or Building Society.

Please pay allpay Limited Re: EAST LoTHIAN 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 allpay Limited RE: EAST LoTHIAN COUNCIL and, if so, details will be passed electronically to my Bank or Building Society.

Signature(s)

Date

Your Address

Your Phone Number

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, allpay Limited Re:East Lothian Council will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request East Lothian 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 allpay Limited Re:East Lothian 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 East Lothian 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.

