



# 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:

Overpayments  
 East Lothian Council  
 Haddington  
 East Lothian  
 EH41 3HA

Service user number

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Name(s) of account holder(s)


Overpayments  
 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: .....

Bank/building society account number

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Branch sort code

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**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.

Name and full postal address of your bank or building society

To: The Manager Bank/building society

Address

Postcode

Signature(s)

Date

Overpayments Account Number

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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.

