

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

East Lothian Council
PO Box 13251
Haddington
EH41 3HA

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

Originator's Identification Number

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Name(s) of Account Holder(s)

Please indicate the date you wish to pay

5th		16th		Last Day	
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Please indicate the frequency

10 months		12 months	
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Please note this is not part of the instruction to
your Bank or Building Society

Bank/Building Society Account Number

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Instructions to your Bank or Building Society

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

Branch Sort Code

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Name and postal address of your Bank/Building Society

To: The Manager Bank/Building Society

Address

Postcode

Signature(s)

Date

Council Tax 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 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 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.