



Instruction to your bank or building society to pay council invoices by Direct Debit

This Direct Debit must be signed by the account holder in section 8. Please complete using block capital letters, print and sign this Sundry Debtors Direct Debit form. Return the form to FREEPOST RSUC-KZLH-BZYK, South Lanarkshire Council, 45 John Street, Blantyre, Glasgow G72 0JG. (You will need Acrobat Reader Version 8 or later to be able to save the completed form. Go to <https://get.adobe.com/uk/reader/> to download a free copy.) If you need this information in another language or format, please contact us to discuss how we can best meet your needs. Phone 0303 123 1015 or email equalities@southlanarkshire.gov.uk

Service User Number

297133

Name of your bank or building society

Address of your bank or building society

Postcode of your bank or building society

Name(s) of account holder(s)

Branch sort code (6 numerical digits only)

Bank or building society account number (8 numerical digits only)

Invoice Number (copy from your invoice)

Customer phone number

Instruction to your bank or building society

Please pay South Lanarkshire 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 South Lanarkshire Council and, if so, details will be passed electronically to my bank/building society.

Signature(s) of account holder(s)**Address****Date****Direct Debit reference** (Please leave blank for council use)

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