



Falkirk Council, Corporate & Housing Services
 Revenues & Benefits
 One Stop Shop, Callendar Square Centre
 Falkirk, FK1 1UJ. Telephone: 01324 506999



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 back to us:

Service User Number

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 Corporate & Housing Services
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 One Stop Shop, Callendar Square Centre
 Falkirk
 FK1 1UJ

FOR FALKIRK COUNCIL OFFICIAL USE ONLY
 This is not part of the Instruction to your Bank or Building Society.

Property Address:

Name(s) of Account Holder(s)

Bank/Building Society Account Number

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Branch Sort Code

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Name & Address of your Bank or Building Society

To: The Manager Bank/Building Society

Address

Postcode

Rent Account Reference

Your preferred payment (Please Tick ONE)

Weekly	
Fortnightly	
4 Weekly	
Monthly	

Your preferred start date (Please fill in below)

START DATE:

Contact Number:

Instruction to your Bank or Building Society
 Please pay Falkirk 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 Falkirk Council and if so, details will be passed electronically to my bank/building society.

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 Falkirk Council will notify you 5 working days in advance of your account being debited or as otherwise agreed. If you request Falkirk Council to collect a payment, confirmations 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 Falkirk 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 Falkirk Council asks you to).*
- You can cancel your Direct Debit at any time by simply contacting your bank or building society. Written confirmation may be required. Please also notify us.