



Your Name:	
Address:	
Post Code:	Your daytime phone no. (in case of query)

Customer Services
 Stirling Council - Viewforth, Stirling, FK8 2ET.
 Tel.:01786 443210
 Fax.:01786 443256
 e-mail: finservices@stirling.gov.uk

Head of Service: Willie Watson **CT**

Direct Debit Instruction : Council Tax
 Please fill in the details below and return the form to us. The guarantee is for you to keep.

	Instruction to your Bank or Building Society to pay by Direct Debit																														
Please fill in the whole form, and send it to: Stirling Council, FREEPOST NAT6427, Customer Services, Viewforth, Stirling FK8 2WZ		Originators I.D. Number																													
Name and full postal address of your Bank or Building Society branch		9 1 6 3 2 6																													
<table border="1"> <tr><td>To: The Manager</td></tr> <tr><td>Bank or Building Society</td></tr> <tr><td>Address</td></tr> <tr><td> </td></tr> <tr><td> </td></tr> </table>	To: The Manager	Bank or Building Society	Address			<p style="text-align: center;">Please tick one box only</p> <p>Payments collected:-</p> <table> <tr><td>1st May to 1st February</td><td><input type="checkbox"/></td><td>D1001</td></tr> <tr><td>1st April to 1st March</td><td><input type="checkbox"/></td><td>D1201</td></tr> <tr><td>17th May to 17th February</td><td><input type="checkbox"/></td><td>D1017</td></tr> <tr><td>17th April to 17th March</td><td><input type="checkbox"/></td><td>D1217</td></tr> <tr><td>28th April to 28th March</td><td><input type="checkbox"/></td><td>D1228</td></tr> <tr><td>Fortnightly – every second Friday</td><td><input type="checkbox"/></td><td>D2602</td></tr> <tr><td>Weekly – every Friday</td><td><input type="checkbox"/></td><td>D5201</td></tr> <tr><td>4 Weekly Starting _____ (Friday Date)</td><td><input type="checkbox"/></td><td></td></tr> </table>		1st May to 1st February	<input type="checkbox"/>	D1001	1st April to 1st March	<input type="checkbox"/>	D1201	17th May to 17th February	<input type="checkbox"/>	D1017	17th April to 17th March	<input type="checkbox"/>	D1217	28th April to 28th March	<input type="checkbox"/>	D1228	Fortnightly – every second Friday	<input type="checkbox"/>	D2602	Weekly – every Friday	<input type="checkbox"/>	D5201	4 Weekly Starting _____ (Friday Date)	<input type="checkbox"/>	
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Name(s) of account holder(s)	<input type="text"/>																														
Branch sort code (from the top right hand corner of your cheque)	<input type="text"/> - <input type="text"/> - <input type="text"/>																														
Bank or Building Society account number	<input type="text"/>																														
Council Tax Payment Reference (from your bill)	<input type="text"/>																														
Instruction to your Bank or Building Society.																															
Please pay Stirling 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 Stirling Council and, if so, details will be passed electronically to my Bank/Building Society.																															
Signature(s)																															
<input type="text"/>																															
Date																															
<input type="text"/>																															
Banks and Building Societies may not accept Direct Debit Instructions for some types of account																															

Please keep this section for your information

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 Stirling Council will notify you at least 5 working days in advance of your account being debited or as otherwise agreed. If you request Stirling 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 Stirling 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 Stirling 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.

