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

Direct Debit Instruction : Rent

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

8	0	8	0	9	3

1. Name and full postal address of your Bank or Building Society branch

To: The Manager
Bank or Building Society
Address

INSTRUCTION TO STIRLING COUNCIL ONLY

I / We wish to pay

- 1st of the month ☐
- 15th of the month ☐
- Weekly - every Friday ☐

2. Name(s) of account holder(s)

3. Branch sort code ☐☐ - ☐☐ - ☐☐
(from the top right hand corner of your cheque)

4. Bank or Building Society Account Number

5. Rent Reference No
(Shown on Rent Card)

Only complete the following if your rent account is in Arrears

I agree to £ ☐ arrears being collected each Month / Week with my rent until my arrears have been cleared.

6. 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)
Date

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 take part in the Direct Debit Scheme. The efficiency and security of the Scheme is monitored and protected by your own Bank and Building Society.
- If the amounts to be paid or the payment dates change, you will be told of this in advance by at least 3 working days.
- If an error is made by Stirling Council or your Bank or Building Society in carrying out your Direct Debit Instruction, you are guaranteed a full and immediate refund from your branch of the amount paid.
- You can cancel a Direct Debit at any time by writing to your Bank or Building Society. Please also send a copy of your letter to Stirling Council.

How to pay your rent the easy way

Please use a Debit

Please fill in the instruction overleaf and your rent will be paid direct from your bank account.

- You can choose to have your payments made weekly (every Friday) or on either the 1st or 15th of each month
- We arrange your payments
- You won't waste time travelling or queuing to pay
- No cheques to write or postage to pay

Outstanding Balance

If there's a balance of under £100 on your Rent account when your Direct Debit starts it will be spread over the number of payment dates to March unless you ask for some other arrangement.

If there's not enough money in your account

If your bank cannot pay one of your Direct Debits because there isn't enough money in your bank account, the amount that is not paid will be collected over the rest of the year.

However, if your bank can't pay a Direct Debit for a second time, we will have to cancel your Direct Debit arrangement.

Your bank may also charge you for not having enough money in your account to pay the Direct Debit.