

**Customer Services**

Stirling Council - Viewforth, Stirling, FK8 2ET.

Tel.:01786 443210

Fax.:01786 443256

e-mail: finservices@stirling.gov.uk

Head of Service: John Risk

CT

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

Direct Debit Instruction : Council TaxPlease fill in the details below in blue or black ink 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		<table border="1"> <tr> <td>9</td><td>1</td><td>6</td><td>3</td><td>2</td><td>6</td> </tr> </table>	9	1	6	3	2	6
9	1	6	3	2	6			
<table border="1"> <tr><td>To: The Manager</td></tr> <tr><td> </td></tr> <tr><td align="right">Bank or Building Society</td></tr> <tr><td>Address</td></tr> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> </table>	To: The Manager		Bank or Building Society	Address				<p align="center">Please tick one box only</p> <p>Payments collected:-</p> <p>1st May to 1st February <input type="checkbox"/> D1001</p> <p>1st April to 1st March <input type="checkbox"/> D1201</p> <p>17th May to 17th February <input type="checkbox"/> D1017</p> <p>17th April to 17th March <input type="checkbox"/> D1217</p> <p>28th April to 28th March <input type="checkbox"/> D1228</p> <p>Fortnightly – every second Friday <input type="checkbox"/> D2602</p> <p>Weekly – every Friday <input type="checkbox"/> D5201</p> <p>4 Weekly Starting _____ (Friday Date) <input type="checkbox"/></p>
To: The Manager								
Bank or Building Society								
Address								
Name(s) of account holder(s) <input type="text"/>	Instruction to your Bank or Building Society.							
Branch sort code <input type="text"/> - <input type="text"/> - <input type="text"/> <small>(from the top right hand corner of your cheque)</small>	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.							
Bank or Building Society account number <input type="text"/>	Signature(s) <input type="text"/>							
Council Tax Payment Reference <input type="text"/> <small>(from your bill)</small>	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 take part in the Direct Debit Scheme. The efficiency and security of the Scheme are monitored and protected by your own Bank or Building Society.
- If the amounts to be paid or the payment dates change, Stirling Council will notify you at least 5 working days in advance of your account being debited or as otherwise agreed.
- If an error is made by Stirling Council or your Bank or Building Society, 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.



Council Services: web: www.stirling.gov.uk

phone: 0845 277 7000

e-mail: info@stirling.gov.uk

Direct Debit will save you time and help you manage your money

If you use Direct Debit you can **choose when to pay**:-

- Over 10 months on the 1st or 17th
- or
- Over 12 months on the 1st or 17th or 28th
- or
- Fortnightly - every second Friday
- or
- Weekly - every Friday
- or
- 4 Weekly - on a Friday

If you don't use Direct Debit you will have to pay your instalments by 15th of each month **starting April and ending January**.

How to change to Direct Debit

Please fill in the Direct Debit Instruction overleaf, tick the payment timing which suits you best and send it back FREEPOST. Or set up your Direct Debit over the phone by calling Customer Services on (01786) 443210.

If you don't have a bank account, we can tell you how to easily open one.

Other advantages of paying by Direct Debit

- Direct Debit is efficient and reliable. 24,000 households (68%) already pay this way
- You save time and money travelling to pay or sending your payments
- We arrange all your payments
- You won't get reminder notices
- Your rights under the Direct Debit scheme are guaranteed
- It helps keep down the Council's collection costs.