



Customer Services

Stirling Council - Viewforth, Stirling, FK8 2ET.
Tel.:01786 443236
Fax.:01786 443115
e-mail: taylorc@stirling.gov.uk

Head of Service: John Risk

Your daytime phone number (in case of query)	
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Direct Debit Instruction : Non Domestic Rates

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 <table border="1" style="margin: auto;"><tr><td>9</td><td>1</td><td>6</td><td>3</td><td>2</td><td>7</td></tr></table>	9	1	6	3	2	7																					
9	1	6	3	2	7																								
Name and full postal address of your Bank or Building Society branch																													
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="padding: 2px;">To: The Manager</td></tr> <tr><td style="padding: 2px; text-align: center;">Bank or Building Society</td></tr> <tr><td style="padding: 2px;">Address</td></tr> <tr><td style="padding: 2px;"> </td></tr> <tr><td style="padding: 2px;"> </td></tr> <tr><td style="padding: 2px;"> </td></tr> </table>	To: The Manager	Bank or Building Society	Address				<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="padding: 2px;">Rates Ref. <table border="1" style="display: inline-table;"><tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr></table></td></tr> <tr><td style="padding: 2px;">Number (from your bill)</td></tr> </table>	Rates Ref. <table border="1" style="display: inline-table;"><tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr></table>																					Number (from your bill)
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<p>Name(s) of account holder(s) <table border="1" style="display: inline-table; width: 200px; height: 20px;"></table></p> <p>Branch sort code <table border="1" style="display: inline-table; width: 40px; height: 20px;"></table> - <table border="1" style="display: inline-table; width: 40px; height: 20px;"></table> - <table border="1" style="display: inline-table; width: 40px; height: 20px;"></table> (from the top right hand corner of your cheque)</p> <p>Bank or Building Society account number <table border="1" style="display: inline-table; width: 150px; height: 20px;"></table></p>																													
Banks and Building Societies may not accept Direct Debit Instructions for some types of account																													
<p>Instruction to your Bank or Building Society.</p> <p>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.</p>																													
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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 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.

