



<b>Your Name:</b>	
<b>Address:</b>	
<b>Post Code:</b>	<b>Your daytime phone No:</b> (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: John Risk

**Direct Debit Instruction : Rent**

Please fill in the details below and return the form to us. The guarantee is for you to keep.

	<b>Instruction to your Bank or Building Society to pay by Direct Debit</b>																
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																	
<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			<table border="1"> <tr><td colspan="2" style="text-align: center;">INSTRUCTION TO STIRLING COUNCIL ONLY</td></tr> <tr><td>I / We wish to pay</td><td> </td></tr> <tr><td>1st of the month</td><td><input type="checkbox"/></td></tr> <tr><td>15th of the month</td><td><input type="checkbox"/></td></tr> <tr><td>Weekly - every Friday</td><td><input type="checkbox"/></td></tr> </table>	INSTRUCTION TO STIRLING COUNCIL ONLY		I / We wish to pay		1st of the month	<input type="checkbox"/>	15th of the month	<input type="checkbox"/>	Weekly - every Friday	<input type="checkbox"/>
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2. Name(s) of account holder(s)		<b>Only complete the following if your rent account is in Arrears</b> I agree to £ <input type="text"/> arrears being collected each Month / Week with my rent until my arrears have been cleared.															
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3. Branch sort code		<b>6. Instruction to your Bank or Building Society.</b> 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.															
(from the top right hand corner of your cheque)																	
4. Bank or Building Society Account Number																	
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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 1<sup>st</sup> or 15<sup>th</sup> 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 £200 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.