Instruction to your bank or building society to pay by Direct Debit

Please fill in the whole form including official use box using a ball point pen and send it to:

Perth & Kinross Council
Communities
Housing – Income Maximisation Team
Pullar House
35 Kinnoull Street
Perth
PH1 5GD

Name(s) of account holder(s)

Bank/building society account number

Branch sort code

Name and full postal address of your bank or building society

To: The Manager — Bank/building society

Address

Postcode

Reference

Service user number

9	0	6	5	4	9

FOR PERTH & KINROSS COUNCIL OFFICIAL USE ONLY
This is not part of the instruction to your bank or building society.

Frequency (please select one – if none are selected, the Direct Debit will be set up for 1st of the month)
Please note for lock-ups and garage sites the only options are weekly, 2weekly and 1st of the month

FREQ	START DATE	RENT (please tick one box)	ARREARS (complete if applicable)
WEEKLY (Fri Only)			£
2 WEEKLY (Fri Only)			£
4 WEEKLY (Fri Only)			£
MONTHLY (Any Day)			£

Instruction to your bank or building society
Please pay Perth & Kinross 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 Perth & Kinross Council and, if so, details will be passed electronically to my bank/building society.

Signature(s)

Date

DDI1

Banks and building societies may not accept Direct Debit Instructions for some types of account

This guarantee should be detached and retained by the payer.

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 Perth & Kinross Council will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Perth & Kinross 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 Perth & Kinross 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 Perth & Kinross 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.