



COMHAIRLE NAN EILEAN SIAR



Instruction to your Bank or Building Society to pay by Direct Debit

Please fill in the whole form using a ball point pen and send to:

Revenues Section
Comhairle Nan Eilean Siar
Sandwick Road
Stornoway
Isle of Lewis
HS1 2BW

Originator's Identification Number

9 0 7 6 6 8

Council Tax Reference Number

7 5

Name(s) of Account Holder(s)

[Empty box for Name(s) of Account Holder(s)]

Bank/Building Society account number

[Empty box for Bank/Building Society account number]

Branch Sort Code

[Empty box for Branch Sort Code]

Instruction to your Bank or Building Society

Please pay Comhairle Nan Eilean Siar 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 Comhairle Nan Eilean Siar and, if so, details will be passed electronically to my Bank / Building Society.

Name and full postal address of your Bank or Building Society

To: The Manager Bank / Building Society
Address
Postcode

Signature(s)

[Signature line]
[Signature line]
Date

Banks and Building Societies may not accept Direct Debit Instructions for some types of account

I would like instalments to be deducted from my account on the 8th 18th 28th day of the month. (please tick ONE box)

Address of property :

[Empty box for Address of property]

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 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 Comhairle Nan Eilean Siar will notify you 10 working days in advance of your account being debited or as otherwise agreed.
- If an error is made by Comhairle Nan Eilean Siar 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 us.

