



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



Please fill in the whole form and send it to:

Resources
Education and Children's
Comhairle nan Eilean Siar
Sandwick Road
Isle of Lewis
HS1 2BW

Originators Identification Number

6 7 4 5 2 5

Name(s) of Account Holder(s)

For Comhairle nan Eilean Siar Official Use Only
**This is not part of the Instruction to your Bank or
Building Society**

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	

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.

Signature(s)

Reference Number

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 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.

