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

Name(s) of Account Holder(s)

Council Tax Reference Number

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.

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

Signature(s)

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Date

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

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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 :

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.

This authority is required by law to protect the public funds it administers. It may share information provided to it with other bodies responsible for auditing or administering public funds, in order to prevent and detect fraud. More information can be found at https://www.cne-siar.gov.uk/your-council/data-protection/