



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

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

Address:
 Highland Council
 T.E.C. Services – Inverness Area Office
 94 Diriebught Road
 INVERNESS
 IV2 3QN

Originator's Identification Number

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Name(s) of Account Holder(s)

Bank/Building Society account number

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Branch Sort Code

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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 **The Highland 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 **The Highland Council** and, if so, details will be passed electronically to my Bank/Building Society.

Signature(s)
Date

Official Use Only

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

This guarantee should be detached and retained by the Payer

The Direct Debit Guarantee



- 1. This Guarantee is offered by all Banks or 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.
- 2. If the amounts to be paid or the payment dates change **The Highland Council** will notify you **10** working days in advance of your account being debited or as otherwise agreed.
- 3. If an error is made by **The Highland Council** or your Bank or Building Society, you are guaranteed a full and immediate refund from your branch of the amount paid.
- 4. 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.