



IV3 5YX

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

Private & Confidential Sundry Debt Team Income & Recovery The Highland Council Exchequer Section PO Box 5650 Inverness

Name(s) of Acc	oun	t Ho	lder	(s)										
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Bank/B	uilding	Soci	ety a	30CC	unt	nur	nber								
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Address															
								Post	tcode	•					
For Offi	icial Use							Post	code	,					

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

9 9 2 2 7 5

Service user number

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Cus	stome	er Ca	ise R	Refer	ence	Nur	nber	
Con	tract	Car I	Parki	ng		only card		
Please p in this In Guarant	struction ee. I und I Counci	Highland subject derstand I and, if s	Council to the sa that this	Direct [afeguard Instruc	Debits fr Is assur tion may	ed by the remain	ccount d Direct D with The nically to	Debit
Signature	e(s)							
Date								

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



- λ This Guarantee is offered by all banks and building societies that accept instructions to pay Direct Debits
- λ If there are any changes to the amount, date or frequency of your Direct Debit The Highland Council will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request The Highland Council to collect a payment, confirmation of the amount and date will be given to you at the time of the request
- λ If an error is made in the payment of your Direct Debit, by The Highland 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 The Highland Council asks you to
- λ 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.