

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

Please fill in the whole form remembering to choose your preferred Direct Debit date and number of instalments. Return to:

Midlothian Council  
Corporate Services Division  
PO Box 12956  
Buccleuch House  
Dalkeith  
Midlothian  
EH22 1YB

Name 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

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Postcode

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Reference Number

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Originator's Identification Number

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FOR MIDLOTHIAN COUNCIL OFFICIAL USE ONLY

This is not part of the instruction to your Bank or Building Society.

Name

Address

Postcode

**Payment Date for Council Tax – Please Tick ✓**

Monthly 1<sup>st</sup>  or

Monthly 16<sup>th</sup>  or Monthly Last Day

**Number of Instalments– Please Tick ✓**

10 Instalments  or 12 Instalments

### Instruction to your Bank or Building Society

Please pay Midlothian 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 Midlothian Council and, if so, details will be passed electronically to my Bank/Building Society.

Signature(s)


Date

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Some 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

- 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 Midlothian Council will notify you 10 working days in advance of your account being debited or as otherwise agreed.
- If an error is made by Midlothian Council 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.

