



Please fill in the whole form including official use box using a ball

Rent Accounts
Floor 3
Dundee City Council
FREEPOST RRAS-JZLT-SRCU
DUNDEE
DD1 1NN

Name(s) of account holder(s)

Branch sort code

Name and full postal address of your bank or building society

To: The Manager

Address

Postcode

Reference

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

Service user number

Th				L OFFICIAL your bank or	USE ONLY building socie	ty.
Wou	ıld yo	u like t	to pa	-	ekly tnightly	
				Mor	nthly	
You	r add	ress:				
lease pay this Instr Suarantee	Dundee uction su I unders il and, if s	bject to the tand that th so, details v	cil Direct safegua nis Instru	Debits from ards assure action may i	n the accound by the Diremain with ronically to r	ect Debit Dundee
Signature(s)					
Date						

This guarantee should be detached and retained by the payer.

Banks and building societies may not accept Direct Debit Instructions for some types of account

The Direct Debit Guarantee



- This Guarantee is offered by all banks and building societies that accept instructions to pay Direct Debits
- If there are any changes to the amount, date or frequency of your Direct Debit Dundee City Council will notify you 14 working days in
 advance of your account being debited or as otherwise agreed. If you request Dundee City Council to collect a payment, confirmation
 of the amount and date will be given to you at the time of the request.
- If an error is made in the payment of your Direct Debit, by Dundee City 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 Dundee City Council asks you to
- 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.

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