



**Instruction to your Bank or Building Society  
to pay Direct Debits**



Originator's Identification Number

**9 0 0 5 8 3**

**Please fill in the whole form and email it to:**

[rates.team@fife.gov.uk](mailto:rates.team@fife.gov.uk)

1. Name and full postal address of your Bank or Building Society Branch

To the Manager:	
Bank or Building Society Address:	
	Postcode

2. Name(s) of account holder(s)

5. Fife Council account number

3. Branch sort code

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6. Instruction to your Bank or Building Society  
Please pay Fife Council  
Direct Debits from the account detailed on this instruction are subject to the safeguards assured by 'The Direct Debit Guarantee'.

4. Bank or Building Society account number

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Signature(s):
Date:

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

**The Direct Debit Guarantee**

The 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 the organisation will notify you (normally 10 working days) in advance of your account being debited or as otherwise agreed. If you request the organisation 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 the organisation 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 organisation 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 the organisation.