



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

Fife Council  
Income Recovery Team  
Customer and Online Services  
Bankhead Central 2  
Glenrothes  
Fife KY7 6GF

Originator's Identification Number

6	7	4	4	5	3
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Reference

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Name(s) of account holder(s)

**FOR FIFE COUNCIL OFFICIAL USE ONLY**

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

Preferred payment date, please select one:

1<sup>st</sup> of month

15<sup>th</sup> of month

**Instruction to your Bank or Building Society:**

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

Bank/Building Society account number  

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Branch Sort Code  

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Name and full address of your Bank or Building Society  
  
To: The Manager  
Address  
  
Postcode

Signature(s)  
  
  
Date

Banks and Building Societies may not accept Direct Debit Instructions for 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 accept instructions to pay Direct Debits.
- If there are any changes to the amount, date or frequency of your Direct Debit, Fife Council will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Fife 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 Fife 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 Fife 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.