Angus Council - DIRECT DEBIT



INSTRUCTION TO YOUR BANK TO PAY DIRECT DEBITS

Please complete Parts 1 to 7 to instruct your bank to make payments directly from your account. Then return the form to your local ACCESS office (address below). At least 14 days before commencement of direct debit payments.

1. To the Bank Manager									
		rite tl ank l							Postcode
2. N	lame	of a	ıccoı	ınt h	olde	r(s)			
3. <i>A</i>	Accou	unt N	lumb	er			1	1	
		ay re m ce						ons to p	oay direct
4. E	Bank	Sort	Cod	е					
5. P	ayme	ent F	requ	ency	(tick	as a	ppro	priate)	
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to c	omm	ece c	on						(date)
									FOR BAI
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New	/ Cou	ıncil f	Paym	ent F	Refer	ence			

Council Identification Number

9 9 7 0 6 5

New	Cou	ncii F	aym	ent k	etere	ence

6. Your instructions to the bank, and signature.

I/we instruct you to pay direct debits from my/our account at the request of Angus Council.

The amounts are variable and may be debited on various dates.

I/we will inform the bank in writing if I/we wish to cancel this instruction.

I/we understand that if any direct debit is paid which breaks the terms of this instruction, the bank will make a refund.

Signature(s)
Date
Address
Postcode
Daytime Phone No

Turn over for part 7 where you must read and sign the Data Protection Notice.

FOR BANK USE ONLY



New Council Payment Reference

ACCESS OFFICE

Branch Title							
Sort Code							
Account Number							
Account Name							
Direct Debits in respect of our customer's instructions under the reference number quoted should be made out as above.							
For							
Bank Manager							
Data							

7. Data Protection Notice and Signature

The information you have provided on this form (and from supporting evidence – where applicable) will be used by Angus Council (the 'data controller' for the purposes of the Data Protection Act 1998) in order to instruct your bank to make payments directly from your account. The information will be held securely by the Council and will be treated as confidential except where the law requires it to be disclosed. The Council may check information provided by you, or information about you provided by a third party, with other information held by us. We may also get information from certain third parties or share your information with them in order to check its accuracy, prevent or detect crime, protect public funds or where required by law.

Your details will be shared with your bank/building society for the purposes of setting up this request and they will use your information for the same purposes as the Council.

You have the right to request access to personal information that the Council holds about you and to have any inaccuracies corrected. If you wish to do this please contact the Head of Law and Administration on (01307) 461460 or email LAWADMIN@angus.gov.uk.

DECLARATION

I confirm that the inforn	nation that I have	provided is co	orrect to the b	best of my k	nowledge and	authorise
Angus Council to use my	y information for t	the above pur	poses.			

Signature(s)	
	Date

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, Angus Council will notify you 4 working days in advance of your account being debited or as otherwise agreed. If you request Angus 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 Angus 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 Angus 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.