



Please fill in the whole form and send it to: Revenues and Benefits,
Business Hub 16, Marischal College, Broad Street, Aberdeen, AB10 1AB.
Name and full postal address of your Bank or Building Society

To: The Manager	Bank/building society
Address	
Postcode	

Name(s) of Account Holder(s)

Bank/Building Society account number

Branch Sort Code

Reference

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

Service user number

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Instruction to your Bank or Building Society

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

Signature(s)

Date

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

DDI 4 5/15

This is not part of the Instruction to your Bank or Building Society and must be detached by Aberdeen City Council before submission to the Paying Bank.

Please tick your preferred Council Tax payment options

5th of each month

Over 10 months

15th of each month

Over 12 months

20th of each month

or the remaining months of the financial year if your Direct Debit is set up part way through the year.

28th of each month

Property Address

Telephone Number

Email Address.....

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 Aberdeen City Council will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Aberdeen 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 Aberdeen 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 Aberdeen 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.