

Please fill in the whole form including official use box using a ball point pen and send it to:

Rent Collection Team

Dundee House

50 North Lindsay Street

Dundee

DD1 1QE

Name(s) of account holder(s)

| Bank/bu | uilding s | ociety | account | numbe | r | | | |
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| Branch | sort cod | de | | | | | | |
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| Name a | nd full p | ostal a | ddress | of your | oank or | building | g society | |
| To: The | Manager | | | | | Bank/b | ouilding society | |
| Address | 1 | | | | | | | |
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Reference

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

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| This is not part of the instruction to your bank or building society. Would you like to pay: Weekly Fortnightly Monthly Your address: Truction to your bank or building society ase pay Dundee City Council Direct Debits from the account ailed in this Instruction subject to the safeguards assured by the ect Debit Guarantee. I understand that this Instruction may remain in Dundee City Council and, if so, details will be passed etronically to my bank/building society. Inature(s) | | • | 1 | | I | <u>, </u> |
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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 10 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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