



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

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

**NORTH LANARKSHIRE COUNCIL  
COMMUNITY ALARM SERVICE  
4<sup>TH</sup> FLOOR, DALZIEL BUILDING  
7 SCOTT STREET  
MOTHERWELL  
ML1 1PN**

Name(s) of Account Holder(s)


Bank/Building Society account number

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Branch Sort Code

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Name and full postal address of your Bank or Building Society

<small>For the branch</small> <small>Branch/building society</small>
Address
Postcode

Reference Number ( for official use only )

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Originator's Identification Number

9	0	7	2	9	2
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For North Lanarkshire Council official use only  
It is not part of the instruction to your bank

Customer Number -

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Invoice Number -

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**Instruction to your Bank or Building Society**

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

Signature
Date

Banks and Building Societies may not accept Direct Debit Instructions from some types of account  
This guarantee should be detached and retained by the Payer.

DD11

## The Direct Debit Guarantee



- This Guarantee is offered by all banks and building societies that accept instructions to pay by Direct Debit
- If there are any changes to the amount, date or frequency of your Direct Debit North Lanarkshire Council will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request North Lanarkshire 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 North Lanarkshire 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 North Lanarkshire 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.