



# Instruction to your Bank or Building Society to pay Direct Debits



Please fill in the whole form and send it to:

Shetland Islands Council  
Finance  
Charlotte House  
Commercial Road  
Lerwick  
ZE1 0LX

Originators identification number					
6	0	0	0	8	0

### 1. Name and full postal address of your Bank or Building Society Branch

To: The Manager
_____ Bank or Building Society
Address
_____
_____

### 2. Name(s) of account holder(s)

### 5. Rates Account Number

### 3. Branch sort code (from the top right corner of your cheque)

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**6. Instruction to your Bank or Building Society.** Please pay Shetland Islands Council Direct Debits from the account detailed on this instruction subject to the safeguards assured by the Direct Debit Guarantee.

### 4. Bank or Building Society account number

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Signature(s)	_____
Date	_____

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 take part in the Direct Debit Scheme. The efficiency and security of the Scheme is monitored and protected by your own Bank or Building Society.
- If the amounts to be paid or the payment dates change The Shetland Islands Council will notify you 14 days in advance of your account being debited or as otherwise agreed.
- If an error is made by The Shetland Islands Council or your Bank or Building Society, you are guaranteed a full and immediate refund from your branch of the amount paid.
- You can cancel a Direct Debit at any time by writing to your Bank or Building Society. Please also send a copy of your letter to us.

