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Please fill in the whole form Including West Lothian Council Official Use Box, using a ball point pen and send it to:



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

Originator's Identification Number

		r	r	1	r	1	-
Revenues Unit	8	0	0	4	3	0	
Civic Centre Howden South Road	0	0	0	-	5	U	
LIVINGSTON							
EH54 6FF	FOR WEST LOTHIAN COUNCIL OFFICIAL USE ONLY This is not part of the instruction to your Bank or Building Society but						
	to help us process your direct debit quickly, please confirm your						
	addres	s details	-				
Name(s) of Account Holder(s)	Please Complete						
	Customer Address:						
	0030		uurcoo				
Bank/Building Society account number							
	Service	Account	Referen	ce Numb	er		_
Branch Sort Code							
	Instructio	on to you	r Bank or	Building	Society		ount detailed in this
	Instruction	n subject t	to the safe	guards as	sured by t	the Direct D	ebit Guarantee.
Name and full postal address of your Bank or Building Society	I understa	and that th ails will be	nis Instruct	ion may re ectronicall	emain with v to mv B	West Loth	an Council and, Society
To: The Manager Bank/Building Society			p		,, 2		,
	Signatu	re(s)					
Address							
Postcode	Date						
Banks and Building Societies may not accept Di	irect Debit I	nstructio	ns for sor	ne types o	of accour	nt	
This guarantee should be deta	ched and I	retained	by the Pa	ayer			
TI	he						RECT
Direct	Debi	t					bit

This guarantee is offered by all Banks and Building Societies that accept instructions to pay by Direct Debits.

Guarantee

- If the amounts to be paid or the payment dates change West Lothian Council will notify you 10 working days in advance of your account being debited or as otherwise agreed.
- If an error is made by West Lothian Council or your Bank or Building Society, you are guaranteed a full and immediate refund from your branch of the amount paid. If you receive a refund you are not entitled to you must pay it back when West Lothian Council asks you to.
- 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.