



West Lothian
Council



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

Please file the whole form using a ball point pen and send to:

West Lothian Council Revenues Unit St David House South Bridge Street Bathgate EH48 1TT
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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

To: The Manager	Bank/Building Society
Address	
Postcode	

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

Originator's Identification Number

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This is for council information only, and not part of the
instruction to your Bank Building Society

Please Complete - Customer Address:

NNDR

Please select your preferred payment date:

15th of the month

Last day of the month

NNDR Account Number

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Instruction to your Bank or Building Society

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

Signature(s)

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Date

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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 by direct debits.
- the amounts to be paid or the payment dates change West lothian Council will notify you working days in advance of your account being debited.
- 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.