



GLASGOW CITY COUNCIL

DIRECT DEBIT



### **THE MODERN WAY TO PAY**

Glasgow City Council recommends Direct Debit as the most efficient and effective means of paying Rates. Direct Debit offers several important advantages to both the ratepayer and the Council.

### **HOW YOU BENEFIT**

There is no need to write out and post a cheque each time a payment becomes due. Nor do you have to give fresh instructions to your Bank or Building Society if the amount of your instalments changes during the financial year. The Council will handle all this for you.

### **HOW THE COUNCIL BENEFITS**

Direct Debit is the most cost effective way of collecting Rates payments.

### **IT'S SAFE**

The Banks and Building Societies have strict rules to control the Direct Debit system :

You are always advised in advance of any changes of amount or date, so that you have time to query if necessary.

You can cancel a Direct Debit at any time.

You are assured of an immediate refund from your bank if any amount is wrongly collected.

### **HOW IT WORKS**

Payment is made automatically from an appropriate Bank or Building Society Account in accordance with your instructions.

**Once you have completed and signed the instruction overleaf please send it to Glasgow City Council who will do the rest.**

The Rates Demand Notice details your instalments. The payments will be requested as detailed on the notice or on the first available banking day thereafter. This mandate is effective only for your current premises. In the event of a change of premises a new mandate will be required and the Council will advise you of the necessary revision to your monthly payments.

**HOW TO COMPLETE THE  
DIRECT DEBIT INSTRUCTION**

1. Take the details, as shown in the example below, from a cheque of your own to complete the Instruction. The numbers in the example coincide with the information requests in the instruction. If you have difficulty, ask your bank for advice.
2. Sign the instruction, detach it and return to **Glasgow City Council, P.O Box 36, Glasgow, G1 1JE**

4 Bank Sort Code	90-25-10
1 Bank Name and Address	ANY BANK LTD MAIN STREET, ANYTOWN
3 Bank/Building Society Account Number	732093 30-25-10 12399997

**NB.:** Please ensure that you enter the Rates Reference Number which you can find on your Demand Notice and that you sign the form and provide the address of the rateable subjects.

**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, Glasgow City Council will notify you 14 working days in advance of your account being debited or as otherwise agreed.
- If an error is made by Glasgow City 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 any time by writing to your Bank or Building Society. Please also send a copy of your letter to us.

**INSTRUCTION TO YOUR BANK/BUILDING SOCIETY TO PAY DIRECT DEBITS.**

**Note: Banks and building societies may not accept Direct Debit instructions for some types of account.**

	Originator's Identification Number <b>916344</b>								
1. Full postal address of your branch	RATES REFERENCE NUMBER								
To: The Manager _____									
_____ Bank/Bldg. Soc	5. Instruction to your Bank/Building Society.								
Address _____									
_____ Postcode _____									
2. Name(s) of account holder	Signatures of Account Holder								
_____									
3. Bank/Building Society account number	Signature(s) _____								
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	_____								
4. Branch sort code	Date _____								
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Please select your preferred payment date: 1st  7th  18th  28th

