

*Direct Debit is the easiest, most convenient way to pay  
and the guarantee ensures full security for you*

## Why not pay your Council Tax the easy way!

### Discover the benefits of paying by Direct Debit

- No queuing. No paperwork. No postage. No cheques to write.
- You are still in complete control although we do all the work for you.
- You will not be charged by the Council for paying by this method. Any Bank or Building Society charges should be less than for a cheque payment or Standing Order.
- You will still receive your regular bills although these will be for information only.
- Your arrangement is renewed automatically each year.
- You will have to change your arrangement if you move to a different local authority.

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 Direct Debits.

- If there are any changes to the amount, date or frequency of your Direct Debit, Aberdeenshire Council will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Aberdeenshire Council to collect a payment, confirmation of the amount and date will be given to you at the time of request.
- If an error is made in the payment of your Direct Debit, by Aberdeenshire 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 Aberdeenshire 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.

## Choice of payment option if you pay by Direct Debit



Please complete the whole of this form in ink and return it to: Aberdeenshire Council, PO Box 18533, Inverurie, AB51 5WX

1. Enter your Name and Address in BLOCK CAPITALS

Name .....

Address .....

Postcode .....

Your Council Tax Reference Number  
(This can be found on your Council Tax Bill)

6.

2. Name and Address of your Bank or Building Society

To: The Manager..... Bank/Building Society

Address of Branch.....

Postcode .....

**Payment Dates**

I wish to pay on, or immediately after, this date  
(Tick preferred option)

5th  20th

*(This is not part of the Instruction to your Bank or Building Society)*

This is for official use only: Input by.....

3. Name(s) of the account holder(s)

.....

4. Branch Sort Code  
(from the top right hand corner of your cheque book)

5. Bank or Building Society Account Number

Signature(s).....

.....Date.....

Some Banks or Building Societies may refuse to pay Direct Debits from certain types of accounts

**DO NOT RETURN THIS INSTRUCTION TO YOUR BANK/BUILDING SOCIETY**