

# The City of Edinburgh Council



The City of Edinburgh Council  
Income & Benefits Division  
PO Box 12331  
Edinburgh  
EH7 9DN

## Instruction to bank or building society to pay by Direct Debit

Service user number

9	0	6	3	7	1
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Name(s) of account holder(s)

Samrat Dhar

Bank/building society account number

9	0	5	7	6	4	2	5
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Branch sort code

4	0	2	0	5	4
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Name and full postal address of your bank or building society

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Reference (if known)

9	7	1	4	0	6	8	4	7	1	8									
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For **The City of Edinburgh Council** Official Use Only - This is not part of the instruction to your bank or building society.

Number of instalments

12 instalments within the current financial year

Instalment date

5th of each month

Account holder's address

Samrat Dhar, 18/3, Dunsmuir Court,  
Edinburgh, EH12 7TD

### Instruction to your bank or building society

Please pay **The City of Edinburgh 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 The City of Edinburgh Council and, if so, details will be passed electronically to my Bank/Building Society.

Date 05-04-2018

Banks and building societies may not accept Direct Debit instructions for some types of account

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

