



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

Please fill in the whole form and send to:  
Revenues Section, Orkney Islands Council,  
Council Offices, Kirkwall, Orkney, KW15 1NY  
**Name and full postal address of your Bank or Building  
Society**

|                 |                       |
|-----------------|-----------------------|
| To: The Manager | Bank/Building Society |
| Address         |                       |
|                 |                       |
| Postcode        |                       |

Originator's Identification Number

|   |   |   |   |   |   |
|---|---|---|---|---|---|
| 4 | 5 | 3 | 6 | 1 | 7 |
|---|---|---|---|---|---|

**Name(s) of Account Holder(s)**

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### Instruction to your Bank or Building Society

Please pay APS re Orkney 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 APS re Orkney Council and, if so, details will be passed electronically to my Bank/Building Society.

**Bank/Building Society Account Number**

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|--|--|--|--|--|--|--|--|
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|--|--|--|--|--|--|--|--|

**Branch Sort Code**

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|--|--|--|--|--|--|
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|--|--|--|--|--|--|

**Non-Domestic Rates Reference Number**

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|--|--|--|--|--|--|--|--|--|--|--|--|
|  |  |  |  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|--|--|--|

Signature(s)

Date

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

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**This is not part of the instruction to your Bank or Building Society and must be detached by Orkney Islands Council before submission to the Paying Bank.**

Direct Debits for Non-Domestic Rates will be taken from your bank/building society account on the 15<sup>th</sup> day of each month.

Please give details of the property in respect of which payments are being made.

Address of property:

|          |
|----------|
|          |
|          |
| Postcode |

✂.....

**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, APS re Orkney Council will notify you 3 working days in advance of your account being debited or as otherwise agreed. If you request APS re Orkney 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 APS re Orkney 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 APS re Orkney 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.

## How the information you have provided will be used

We need the information on this form, entitled 'Instruction to your Bank or Building Society to pay by Direct Debit', to process your request to make payment of Non-Domestic Rates by direct debit. The information is being provided with your consent.

The information may be shared as follows:

- Within the local authority to process your request for payment of Non-Domestic Rates by direct debit.
- With your bank or building society to process your request for payment of Non-Domestic Rates by direct debit.
- Within the local authority to process any refund of any overpaid Non-Domestic Rates.

For more information about how we process information, how long we retain the information, or the right to complain please contact us or visit [www.orkney.gov.uk/privacy](http://www.orkney.gov.uk/privacy). If you are unable to access the Council's website you can request a paper copy from the Council. Users of smartphones can also scan the code below to access the information.

