

The easy way to pay

Direct Debit Guarantee



If you have a Bank or Building Society account the easiest way to pay your Council Tax is by Direct Debit. You choose the date that suits you best.

Pay monthly - on the 1st, 8th, 15th, 22nd, or 28th of each month or pay fortnightly or four weekly every 2 weeks or every 4 weeks on a Friday

It means your Council Tax is paid automatically

Simply complete the Mandate below and return it to the "freepost" address noted at the bottom of the mandate

For more information or to set up your Direct Debit today, simply phone 0845 600 8040 with your Bank details

This guarantee is offered by all banks and building societies taking 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 10 working days in advance of your account being debited.

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 at any time by writing to your bank or building society. Please also send a copy of your letter to us.

Please keep this section for your information

INSTRUCTION TO YOUR BANK/BUILDING SOCIETY TO PAY DIRECT DEBITS

Full Postal address of your branch

To: The Manager

Bank/Bldg. Soc.

Address

Postcode

Name(s) of account holder(s)

FOR GLASGOW CITY COUNCIL OFFICIAL USE ONLY

This is not part of the instruction to your Bank or Building Society

Please indicate your preferred payment frequency by ticking only one box from the 3 options below

1. FORTNIGHTLY

(Deducted every 2nd Friday)

Over 10 Months
(April - Jan)

OR

12 months

(April - March)

3. CALENDAR MONTHLY

(10 Instalments)

1ST

8TH

15TH

22ND

28TH

ORIGINATOR'S

IDENTIFICATION NUMBER

5 5 7 0 0 8



Your Council Tax Reference Number

Bank/building Society account number

Branch Sort Code

Instruction to your Bank/Building Society

Please pay Glasgow City Council Direct Debits from the account detailed on this instruction, subject to the safeguards assured by the Direct Debit Guarantee.

I understand that this instruction may remain with Glasgow City Council and, if so, details will be passed electronically to my bank/building society.

Signature(s) of Account Holders

Signature(s)

Address

Date

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

Please complete, sign and send (no stamp required) to: Direct Debit, Glasgow City Council, FREEPOST SC02985, Glasgow G2 1BR