

Revenue Services

ePayments

Request to Utilise ePayments Facility for
Miscellaneous Payments



sustainable thriving achieving

East Dunbartonshire Council

www.eastdunbarton.gov.uk

Please use black ink and block capital letters or typescript

Service Details

Directorate	Community	Corporate & Customer Services	Development & Infrastructure
Service (check one box)	<input type="checkbox"/> Social Work <input type="checkbox"/> Education <input type="checkbox"/> Housing & Community <input type="checkbox"/> Integrated Support - Community	<input type="checkbox"/> Legal & Democratic <input type="checkbox"/> Finance & ICT <input type="checkbox"/> Customer Relations & Organisational Development	<input type="checkbox"/> Development & Enterprise <input type="checkbox"/> Roads & Neighbourhood <input type="checkbox"/> Assets & Property
Contact Name		Contact Telephone No.	

Service Items

Please provide details of the service(s) you wish to make available for ePayment. Please complete a separate form for each item.

General Service Description (max 50 characters)	(e.g. "Building Control Fees" or "Waste Management")		
Specific Item Description (max 50 characters)	(e.g. "Letter of Comfort" or "Sale of Commercial Refuse Bin")		
Price	<input type="checkbox"/> Fixed Price - £	<input type="checkbox"/> Variable Price	Does VAT apply? <input type="checkbox"/> Yes <input type="checkbox"/> No
Ledger Code	Subjective Code:	Cost Centre:	
Reference (optional) (max 20 characters)	(This can only be a fixed reference. The ledger code will be the default reference if no additional reference is used)		
Web Email Address (max 100 characters)	@eastdunbarton.gov.uk		

Availability

All items will be available for telephone payment via the Contact Centre.

Should this item also be available to customers for self service via the Council's website?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you wish nominated staff within your Service to take payments over the telephone? *	<input type="checkbox"/> Yes	<input type="checkbox"/> No

* Staff nominated to take debit/credit card payments may be subject to SCRO checks

Services are required to implement robust procedures to ensure the ePayment is matched to the service request.

Signed _____

Date _____

For Revenues use only	Spreadsheet to Service for sign off <input type="checkbox"/>	Date	Spreadsheet to Capita <input type="checkbox"/>	Date
Approved by	(Revenues Manager or Team Leader - Quality Assurance)			Date

Please return to: Revenues Performance Team, Revenue Services, East Dunbartonshire Council,
William Patrick Library, 2/4 West High Street, Kirkintilloch G66 1AD
Tel: 0141 578 8206 Fax: 0141 578 8477 Email: revenues.performance@eastdunbarton.gov.uk