



Council Tax payers name (as shown on bill): _____

Billing reference number (as shown on bill): _____

Council Tax property address (as shown on bill): _____

Council Tax payers address (if different from above): _____

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

Please fill in this form and send to:
Wigan Council, Council Tax Offices, Moore Street
East, Whelley, Wigan. WN1 3DS

Name and full postal address of your Bank or Building Society

To The Manager: _____
_____ Bank/Building Society

Address: _____

Post code: _____

Name(s) of Account Holder(s)

Bank / Building Society account number

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Branch Sort Code

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

Reference number (Council will complete)

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Originators Identification Number

9	7	1	9	0	9
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This is not part of the instruction to your bank or building society.

Please preferred monthly payment date

Monthly payments up to January on 6th 15th 27th

Monthly payments up to March on 6th

Instructions to your Bank or Building Society

Please pay Wigan 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 Wigan Council and if so details will be passed electronically to my Bank/Building Society.

Signature(s):

Date: _____

✂.....Detach and keep this guarantee.....✂

The Direct Debit Guarantee

- 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 Wigan Council will notify you 10 working days in advance of your account being debited or as otherwise agreed.
- If an error is made by Wigan 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.