



Please complete the whole form including official use box using a ball point pen and send it to the address below

Customer Experience & Support
Wigan Council
PO Box 100
WIGAN WN1 3DS

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

Service User Number

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Business Rates Account Reference: Please include this in the box below.

Name(s) of Account Holder(s)

Bank / Building Society account number

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Branch Sort Code

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Name and full postal address of your Bank / Building Society

To: The Manager	Bank / Building Society
Address	
Postcode	

For Wigan Borough Council Official Use Only

This is not part of the instruction to your bank/ building society

Please choose your MONTHLY instalment date

1st	<input type="text"/>	6th	<input type="text"/>	15th	<input type="text"/>
21st	<input type="text"/>	27th	<input type="text"/>		

Instruction to your Bank / Building Society

Please pay Wigan Council Direct Debits from the account detailed in this instruction subject to the safe guards 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

Bank and building societies may not accept Direct Debit Instructions for some types of accounts

This guarantee should be detached and retained by the Payer.

The Direct Debit Guarantee



- This guarantee is offered by all the 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, Wigan Council will notify you 3 working days in advance of your account being debited or as otherwise agreed. If you request Wigan 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 Wigan 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 Wigan 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.

Please reply to: Wigan Borough Council
Customer Experience & Support, PO Box 100, Wigan. WN1 3DS
Website: www.wigan.gov.uk
Confident Place, Confident People