

Please complete the whole form and return it to:

Customer Services Wigan Council PO Box 100 Wigan WN1 3DS
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Name(s) of Account Holder(s)

Bank / Building Society account number

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Branch Sort Code

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Bank/Building Society Name

Address

Postcode

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

Service User Number

9	7	1	6	6	5
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Business Rates Account Reference Number

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Please tick a box to choose your payment date

1st 6th 15th

21st 27th

Monthly payments over 10 months

Monthly payments over 12 months

Signature

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 10 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.