

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

Please fill in the whole form and send it to:

Revenues and Benefits Service, Wolverhampton City Council, P O Box 250, Wolverhampton, WV2 1AX or if you prefer you can set up your Direct Debit online at www.wolverhampton.gov.uk

Name and full postal address of your Bank or Building Society

To: The Manager	Bank/Building Society
Address	
Postcode	

Service User Number

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Reference (Non-domestic rates number)

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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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Please pay **Wolverhampton City 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 **Wolverhampton City Council** and, if so, details will be passed electronically to my Bank/Building Society.

Signed
Date

Banks and Building Societies may not accept Direct Debit instructions for some types of account

Please tick **one** box below to indicate your preferred payment dates.

10 Instalments (April to January)

Payable on the 1st 8th 15th 25th

12 Instalments (April to March)

Payable on the 1st 8th 15th

2 Instalments payable half yearly on 1 May and 1 November

1 Instalment payable yearly on 1 July

Please note these options are only available to Direct Debit payers. If you apply after March, you will be offered the maximum number of instalments remaining for your selected option.

Property address:

Your name

Daytime telephone number in case of any queries.....

This guarantee should be detached and retained by the payer



The Direct Debit Guarantee

- This Guarantee is offered by all 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 Wolverhampton City Council will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Wolverhampton City 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 Wolverhampton City 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 Wolverhampton City 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.