

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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|---|---|---|---|---|---|
| 9 | 2 | 0 | 0 | 4 | 6 |
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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.

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|--------|
| 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.

Privacy Notice

The Council is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes.

For more information visit Fair Processing Notice Data Matching available at <http://www.wolverhampton.gov.uk/article/3060/Fair-Processing-Notice-Data-Matching> or For more information please visit the City of Wolverhampton website and search 'Fair Processing Notice Data Matching'.