



CITY OF  
WOLVERHAMPTON  
COUNCIL

In partnership with




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

Originator's Identification Number

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Payment Reference

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Please fill in the whole form including official use box using a ball point pen and send it to:

Home Sales & Leases Team  
Wednesfield Housing Office  
Alfred Squire Road  
Wolverhampton  
WV11 1XU

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 or Building Society

To: The Manager	Bank/Building Society
Address	
Postcode	

**FOR City of Wolverhampton Council OFFICIAL USE ONLY**  
This is not part of the instruction to your Bank or Building Society

**FOR INFORMATION PLEASE COMPLETE (Details below)**

**PROPERTY ADDRESS**

**HOME ADDRESS (IF DIFFERENT)**

Please circle which date you would your payment to be debited from your account?

1<sup>st</sup>      8<sup>th</sup>      15<sup>th</sup>      22<sup>nd</sup>

Payments will be debited from your account on this day or the nearest date before or after a weekend or bank holiday

**Instruction to your Bank or Building Society**

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

Signature(s) (both are required if joint bank account)
Contact Tel no.
Email Address
Date

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

DDI 06.20

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 City of Wolverhampton Council will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request City of Wolverhampton 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 City of Wolverhampton 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 City of Wolverhampton 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.