



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

Originator's Identification Number

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

Income Management Team
Wolverhampton Homes Ltd
29 Market Street
Wolverhampton
WV1 3AG

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

	Signature/s
	PRINT, SIGN AND RETURN <i>(Electronic signature not accepted)</i>
	Contact No:
Date:	Email address:

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.

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

DDI 11.20

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.