



Instruction to your Bank or Building
Society to pay by Direct Debit **LEASEHOLD
SERVICE CHARGES ONLY**

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

Income Team
Wednesfield Housing Office
Alfred Squire Road
Wolverhampton
WV11 1XU

Payment Reference

FOR City of Wolverhampton Council OFFICIAL USE ONLY
This is not part of the instruction to your Bank or Building Society
PLEASE COMPLETE (Details below)
PROPERTY ADDRESS

HOME ADDRESS (IF DIFFERENT)

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

1st 8th 15th 22nd

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

Name(s) of Account Holder(s)

Bank/Building Society account number

Branch Sort Code

Name and full postal address of your Bank or Building Society

To: The Manager

Bank/Building Society

Address

Postcode

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.

PRINT, SIGN AND RETURN (*Electronic signature/s not accepted*)

Signature(s)

Contact Tel no.

Email Address

Date

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

DDI 11.25

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.