

Wolverhampton
City Council



In partnership with



Wolverhampton Homes

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

FREEPOST RRLH-ZUUS-AZHU
Income Management Unit
Wolverhampton Homes Ltd
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

To: The Manager	Bank/Building Society
Address	
Postcode	

WHRM567

April 2014



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

Originator's Identification Number

9	7	3	5	0	8
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Payment Reference

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FOR Wolverhampton City 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)

When do you want your payment to be debited from your account?

Monthly on the of each month

Four weekly on a Friday, starting

Weekly on a Mon / Tue / Wed / Thur / Fri (delete those not required)

Fortnightly on a Monday or Friday starting on

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

Instruction to your Bank or Building Society

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.

Signature(s)

Contact tel no.

Date

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

DDI1 1.14

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.