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www.wirral.gov.uk/ddonline

Name and Address

INSTRUCTIONS TO YOUR BANK OR BUILDING SOCIETY TO PAY BY DIRECT DEBIT



IF YOU WOULD LIKE TO PAY BY DIRECT DEBIT PLEASE FILL IN THE WHOLE FORM AND SEND TO:-

**Wirral Council
Revenues Service
P.O. Box 290
Wallasey
CH27 9FQ**

Name and full postal address of your Bank or Building Society branch

To: The Manager

Bank/Building Society

Address

Postcode

Name(s) of Bank/Building Society account holder(s)

<u></u>
<u></u>

Branch sort code

<u> </u>	<u> </u>	-	<u> </u>	<u> </u>	-	<u> </u>	<u> </u>
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(from the top right hand corner of your cheque)

Bank or Building Society Account Number

<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
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Council Tax Account Number

<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
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Service User Number

9	4	0	0	9	6
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FOR WIRRAL BOROUGH COUNCIL AND CUSTOMER USE ONLY
This is not part of the instruction to your Bank/Building Society.
FOR CUSTOMER REQUEST TO WIRRAL BOROUGH COUNCIL

Name of chargepayer

<u></u>

If you are paying this account for somebody else, please provide your name and address so you can be advised of any amendments.

<u></u>

Payment date - Please tick ONE box only to show your preferred date

I/We wish to pay monthly on this date (or just after if it falls on a weekend).

5th	12th	20th	28th
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Number of Instalments, please tick (see overleaf)

<input type="checkbox"/>	<input type="checkbox"/>
10	12
<input type="checkbox"/>	<input type="checkbox"/>

Any arrears will also be taken by Direct Debit. This can be subject to prior arrangement.

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

Instruction to your Bank or Building Society

Please pay Wirral Borough Council Direct Debits from the account detailed in this instruction, subject to the safeguards assured by the Direct Debit Guarantee. I understand this instruction may remain with Wirral Borough Council and, if so, details will be passed electronically to my Bank/Building Society.

Signature(s)

Date CT_MANDATE_F

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

COUNCIL TAX - PAYMENT BY DIRECT DEBIT

Enclosed with this letter and Direct Debit application, is either a Council Tax demand showing your initial liability, or a document advising you that your payments are not currently up to date. If you complete and return this Direct Debit application, you will not have to pay anything straight away, as I will arrange collection from your bank on the date in the month you have indicated overleaf. A new demand or letter will be sent to inform you what payments will be requested.

I am able to offer you a choice of dates on which you can pay your Council Tax, but only if you pay by Direct Debit. This means that you can now pay by monthly instalments - on the 5th, 12th, 20th or 28th of the month whichever suits you best. You can time your payment to suit your circumstances.

You may also choose if you pay over 10 or 12 instalments. Please note that 10 or 12 instalments would be available at the beginning of the financial year. These would reduce accordingly during the year.

With Direct Debit there are no cheques to write, no paperwork or postage, and no waiting in queues because payments are made for you by your Bank or Building Society in accordance with your instruction.

Only Direct Debit gives you a Guarantee

With Direct Debit, you are guaranteed an immediate refund by your Bank or Building Society in the unlikely event of an error occurring. Please keep your Guarantee (shown overleaf) in a safe place.

You are free to cancel AT ANY TIME by simply advising your Bank. You will be advised by Wirral Borough Council at least 14 days in advance of any changes - giving you total control over the amounts and payments.

"How do I change to Direct Debit?"

Simply fill in the Direct Debit Instruction overleaf and post it back to:-

**Wirral Council
Revenues Service
P.O. Box 290
Wallasey
CH27 9FQ**

Alternatively, you can do it on-line at www.wirral.gov.uk/ddonline