

Name and Address:

Customer Number

4							
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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 it to:

**Transformation and Resources Department,
Wirral Council,
PO Box 290,
Wallasey.
CH27 9FQ**

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

Service User Number

8	4	0	9	6	8
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Name(s) of Bank/Building Society account holder(s)

Invoice Number

4							
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Bank or Building Society Account Number

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Branch sort code

		-			-		
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(from the top right hand corner of your cheque)

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

To	<u>The Manager</u>
Bank/Building Society	_____
Address	_____
Postcode	_____

CUSTOMER USE ONLY

If you wish to pay all previously due invoices by Direct Debit, please tick this box

Signature(s)

Contact Tel. No. _____

Date _____

AR_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.