



Please complete this form and return it directly to:

Wigan & Leigh Housing

Income and Home Sales Section
Pemberton Housing Office
3 Orrell Road, Orrell, Wigan WN5 8EW

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

Originators Identification Number

9 7 2 3 2 9

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

To: The Manager _____ Bank / Building Society

Address: _____ Postcode _____

Name(s) of Account Holder(s) _____

Bank or Building Society Account Number

--	--	--	--	--	--	--	--

Branch Sort Code

--	--	--	--	--	--

For Official Use Only

WALH Payment Reference Number

--	--	--	--	--	--	--	--	--

Instructions to your Bank/Building Society

Please pay Wigan 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 Wigan Council and, if so, details will be passed electronically to my Bank/Building Society.

Signature(s): _____

Date: _____

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

Please tick date of payment

5th

14th

21st

28th

Name(s): _____

Address: _____

Phone Number: _____

Address of Account Holder: _____
(if different to above)



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 take part in the Direct Debit Scheme. The efficiency and security of the scheme is monitored and protected by your own Bank or Building Society.
- If the amounts to be paid or the payment dates change, Wigan & Leigh Housing will notify you 10 working days in advance of your Account being debited or as otherwise agreed.
- If an error is made by Wigan Council, Wigan & Leigh Housing or your Bank or Building Society, you are guaranteed a full and immediate refund from your branch of the amount paid.
- You can cancel a Direct Debit at any time by writing to your Bank or Building Society. Please also send a copy of your letter to us.