



# Warrington Borough Council

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

Please fill in the whole form using a black pen and send it to:

**Warrington Borough Council - Revenues & Benefits Service, PO Box 13, Warrington WA1 1BN**

Name(s) of Account Holder(s):


Originators Identification number: **9 9 0 7 4 0**

### Instructions to your bank or Building Society

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

Bank / Building Society Account number:

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Branch Sort Code:

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

Name and full postal address of your Bank/Building Society:

To: The Manager
of: <span style="float: right;">Bank/Building Society</span>
Address:
Post Code:

Your Signature (s):
Date:

### This is not part of the instruction to your bank or building society

For **Monthly** payment option, please tick (✓) the boxes to indicate your preferred:

(a) Payment date:       5<sup>TH</sup>    10<sup>TH</sup>    20<sup>TH</sup>    30<sup>TH</sup>

(b) Instalment scheme:       12 months   or    10 months

Alternatively, you can select to pay:       Half Yearly   or    Annually

Council Tax / Business Rates Reference Number

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**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, Warrington BC will notify you 10 working days in advance of your account being debited or as otherwise agreed.

If an error is made by Warrington BC 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 us a copy of your letter.