



OADBY & WIGSTON BOROUGH COUNCIL



Please fill in the form including official use box using a black ball point pen and **post to:**

Oadby and Wigston Borough Council
PO Box 5, Wigston, Leicestershire LE18 1AZ

Or hand in at: Customer Service Centre,
40 Bell Street, Wigston, Leicestershire, LE18 1AD

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 Manger	Bank / Building Society
Address	
Post Code	

Council Reference Number

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

Originators Identification Number

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FOR OADBY and WIGSTON COUNCIL OFFICE USE ONLY
This is not part of the instruction to your bank or Building Society
Please Indicate your preferred payment date

1st of month 15th of month Please tick one

Number of payments per year*

10 payments 12 payments Please tick one
April to March

*payments will be reduced after April dependant upon number of months remaining in that financial year

Instruction to your Bank or Building Society

Please pay Oadby and Wigston 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 Oadby & Wigston Borough 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 check that this is not the case with this account)

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