

**WIGAN COUNCIL INVOICES – DIRECT DEBIT MANDATE**



Return this form to: **Wigan Council, Income Group, PO Box 100, Wigan, WN1 3DS.**

<b>Name</b>	
<b>Property Address and Post Code:</b>	
<b>Email address:</b>	
<b>Telephone number:</b>	



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



Please fill in the whole form using a ball point pen and send to: **Wigan Council, PO Box 100, Wigan, WN1 3DS.**

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

To: The Manager	Bank/building society
Address	
Postcode	

Service user number

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Reference number (Wigan Council will complete)

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**FOR WIGAN COUNCIL OFFICIAL USE ONLY**

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

**Please ✓ preferred monthly payment date**

15<sup>th</sup> of the month   
(Standard Invoices)

**or**

every 4 weeks   
(Adult Care Only)

**Instruction to your Bank or 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

**Name(s) of account holder(s)**

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**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

**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 Wigan Council will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Wigan Council to collect 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 Wigan 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 Wigan 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.