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: **deb(2)2002**

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

Name(s) of Account Holder(s):

Originators Identification number: 6 9 6 8 1 9

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:

Branch Sort Code:.

*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: Bank/Building Society

Address:

Post Code:

Your Signature (s):

Date:

Reference to be completed by WBC:

<u>Please complete fully for WBC use</u> - this is not part of the instruction to your bank or building society

Name of parent/guardian _____ **Pupil(s) names** _____

_____

Address _____ **School attending** _____

_____ **Payment on 1st of every month**

Cut here x----------

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 by Direct Debit.
- If there are any changes to the amount, date or frequency of your Direct Debit, Warrington Borough Council will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Warrington 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 Warrington 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 Warrington Borough Council asks you to.

You can cancel a Direct Debit at ay time by simply contacting your bank or building society. Written confirmation may be required. Please also notify us.