

NON DOMESTIC RATES

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

Please fill in the whole form including official use box using a ball point pen and send it to:

Chief Financial Services Officer
Wrexham County Borough Council
P.O. Box 1295
Wrexham
LL11 1WS

Originators identification number:

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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 Manager Society	Bank/Building Society
Address	
Postcode	

Business Rates Reference Number

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FOR WCBC OFFICIAL USE ONLY
This is not part of the instruction to your Bank or Building Society
Property Address:

Instruction to your Bank or Building Society
Please pay WCBC 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 WCBC and, if so, details will be passed electronically to my Bank/Building Society

Signatures(s)
Date

Bank and Building Societies may not accept Direct Debit Instructions for some types of account

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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 accept instructions to pay Direct Debits.
- If there are any changes to the amount, date or frequency of your Direct Debit WCBC will notify you 14 working days in advance of your account being debited or as otherwise agreed. If you request WCBC 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 WCBC 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 WCBC 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.