

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 it to:

Head of Housing, Public Protection & Environment  
Wrexham County Borough Council  
Housing Services, Ruthin Road  
Wrexham, LL13 7TU  
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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Name and full postal address of your bank or building society

To: The Manager	Bank/building society
Address	
Postcode	

Reference

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Service user number

9	7	5	2	4	3
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<p>FOR WREXHAM COUNTY BOROUGH COUNCIL OFFICIAL USE ONLY This is not part of the instruction to your bank or building society. HOUSING SERVICES</p> <p><b>Tenancy No:</b> <b>DD Start Date:</b> <b>Present Address:</b></p> <p><b>Address this Direct Debit relates to:</b></p> <p><b>Note: Payments will include any outstanding Balance</b></p> <p><b>Please tick your preferred Direct Debit date:</b></p> <p>1<sup>st</sup> of Month <input type="checkbox"/>      16<sup>th</sup> of Month <input type="checkbox"/></p> <p>Weekly <input type="checkbox"/></p>
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**Instruction to your bank or building society**  
Please pay Wrexham County 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 Wrexham  
County 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



This guarantee should be detached and retained by the payer.

<p><b>The Direct Debit Guarantee</b></p> <ul style="list-style-type: none"> <li>▪ This Guarantee is offered by all banks and building societies that accept instructions to pay Direct Debits.</li> <li>▪ If there are any changes to the amount, date or frequency of your Direct Debit Wrexham County Borough Council will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Wrexham County Borough Council to collect a payment, confirmation of the amount and date will be given to you at the time of the request.</li> <li>▪ If an error is made in the payment of your Direct Debit, by Wrexham County 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 Wrexham County Borough Council asks you to.</li> <li>▪ 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.</li> </ul>	
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