



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

Service user number

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FOR WREXHAM COUNTY BOROUGH COUNCIL
OFFICIAL USE ONLY

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

HOUSING SERVICES

Tenancy No:
DD Start Date:
Present Address:

Address this direct debit relates to:

Note: Payments will include any outstanding balance
Please tick your preferred direct debit date:
1st of Month 16th of Month Weekly

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):

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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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.

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 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.
- 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.
- 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.