



Please complete this form and return it directly to:  
**Wigan & Leigh Housing**  
 Unity House, Westwood Park Drive,  
 Wigan. WN3 4HE.

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

Originators Identification Number  

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

To: The Manager \_\_\_\_\_ Bank / Building Society

Address: \_\_\_\_\_ Postcode \_\_\_\_\_

Name(s) of Account Holder(s) \_\_\_\_\_

**Bank or Building Society Account Number**

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**Branch Sort Code**

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**For Official Use Only**

Payment Reference Number

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**Instructions to your Bank/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: \_\_\_\_\_

**Banks and Building Societies may not accept Direct Debit instructions for some types of account.**

**This is not part of the instruction to your Bank or Building Society.**

Please tick date of payment    5th     14th     21st     28th

Name of Tenant(s): \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number \_\_\_\_\_

Address of Account Holder: \_\_\_\_\_  
 (if different to above)



**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 take part in the Direct Debit Scheme. The efficiency and security of the scheme is monitored and protected by your own Bank or Building Society.
- If the amounts to be paid or the payment dates change, Wigan & Leigh Housing will notify you 10 working days in advance of your Account being debited or as otherwise agreed.
- If an error is made by Wigan Council, Wigan & Leigh Housing or your Bank or Building Society, you are guaranteed a full and immediate refund from your branch of the amount paid.
- You can cancel a Direct Debit at any time by writing to your Bank or Building Society. Please also send a copy of your letter to us.