



Please complete this form and return it directly to:
 Wigan and Leigh Homes
 Rent Accounting Section
 PO Box 48
 Wigan
 WN3 4WY

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

Originators Identification Number

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Please read the notes overleaf before completing this mandate

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

WALH 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.

Please tick date of payment

5th

14th

21st

28th

Name(s): _____

Address: _____

Telephone Number _____

Address of Account Holder: _____
 (if different to above)

This guarantee should be detached and retained by the Payer. (See notes overleaf)

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 Wigan & Leigh Homes will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Wigan and Leigh Homes 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 Wigan and Leigh Homes 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 Wigan and Leigh Homes 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.

Important Notes Regarding Direct Debit Payments

When calculating the amount to be deducted each month, Wigan and Leigh Homes will take into account the following factors.

- The level of arrears (if any)
- balances outstanding on any linked accounts (if any)
- Any Court Order or arrangement already in place for the repayment of arrears and Court Costs.

Once the monthly payments have been calculated, you will be sent a payment schedule.

If two Direct Debit payments have been returned unpaid in the past six months no further Direct Debit mandate will be accepted.