

Title

First Name

Last Name

Address

Account reference

**Please complete and return to West Wiltshire District Council**  
**Instruction to your Bank or Building Society to pay by Direct Debit**



Originator's Identification Number

Name and full postal address of your Bank or Building Society

To: The Manager Bank/Building Society  

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Account Ref:

Name of Account Holder(s)  

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Instruction to your Bank or Building Society

Please pay West Wiltshire District 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 West Wiltshire District Council and if so, details will be passed electronically to my Bank/Building Society.

Bank or Building Society Sort Code

Bank or Building Society Account Number

Signature(s)  

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Date

**Please complete this section (This is not part of the Instruction to your Bank/Building Society)**

Preferred monthly payment date

Name and Address  

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Tel no:

For office use

**The Direct Debit Guarantee**

- This guarantee is offered by all banks and building societies that take part in the direct debit scheme
- If the amounts to be paid or the payment dates change, West Wiltshire District Council will notify you 10 working days in advance of your account being debited or as otherwise agreed
- If an error is made by West Wiltshire District Council or your bank or building society, you are guaranteed a full and immediate refund from your branch of the amounts 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.