



William J. Taylor MBE
Chief Executive

Kim Webber B.Sc., M.Sc.
Assistant Chief Executive

West Lancashire Borough Council
52 Derby Street
Ormskirk L39 2DF

Telephone: (01695) 585036/577177
Fax: (01695) 585071

Part A 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 the address above

Name(s) of Account Holder(s)

Originator's Identification Number

9	5	5	9	3	5
---	---	---	---	---	---



Bank/Building Society Account Number

Branch Sort Code

Name and full postal address of your bank/building Society
To The Manager Bank/building Society

.....
.....
.....
.....
.....
.....

Reference No

.....

FOR WLBC OFFICIAL USE ONLY

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

If you have any queries regarding this form:
Telephone: 01695 585036

NNDR Reference:

NNDR Property Reference:

Property Address:

Instruction to your Bank/Building Society

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

Signature(s)

Date

Part B (Some Banks and Building Societies may not accept Direct Debit Instructions for some types of accounts)
This Guarantee should be detached & retained by the Payer

The Direct Debit Guarantee



The Direct Debit Guarantee

- The 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, West Lancashire Borough Council will notify you 10 working days in advance of your account being debited or as otherwise agreed.
- If you request West Lancashire 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 West Lancashire 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 West Lancashire 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.