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|  |  | 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:** |  | **Service User Number** |
| Wolverhampton City CouncilRef: WVActiveCivic CentreSt. Peter's SquareWolverhamptonWV1 1SH |  | **5** | **0** | **7** | **0** | **3** | **3** |  |  |  |
|  |  **Reference Number** |
|  |  |  |  |  |  |  |  |  |
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|  | FOR WOLVERHAMPTON CITY COUNCIL OFFICIAL USE ONLYThis is not part of the instruction to your Bank or Building Society |
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| **Name(s) of Account Holder(s)** |  |
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|  |  |
| **Bank/Building Society account number** |  |
|  |  |  |  |  |  |  |  |  |  |
| **Branch Sort Code** |  | **Instruction to your Bank or Building Society**Please pay Wolverhampton City 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 Wolverhampton City Council and, if so, details will be passed electronically to my Bank/Building Society. |
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| **Name and full postal address of your Bank or Building Society** |  |
| To: The Manager | Bank/Building Society |  |
|  |  |
| Address |  |  |
|  |  | Signature(s) |
|  |  |  |
|  |  |  |
|  | Postcode |  |  |
|  |  | Date |
| Banks and Building Societies may not accept Direct Debit Instructions for some types of account | 1602 |
| This guarantee should be detached and retained by the Payer |

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| **DdlogolThe****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, Wolverhampton City Council will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Wolverhampton City 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 Wolverhampton City 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 Wolverhampton City 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.
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