Please fill in the form including official use box using a black ball point pen and send to**:**

**Oadby & Wigston Borough Council,**

**Council Tax Team, Brocks Hill Council Offices**

**Washbrook Lane, Oadby, Leicester, LE2 5JJ**

**Or email it to: revenues@oadby-wigston.gov.uk**

|  |
| --- |
| **Name(s) of Account Holder(s)** |
|  |
|  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Bank/ Building society account number** | | | | | | | |
|  |  |  |  |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Branch Sort Code** | | | | | |
|  |  |  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Name and full postal address of your Bank/Building society** | | | |
| **To: The Manager** | | **Bank/Building Society** | |
| **Address:** | | | |
|  | | | |
|  | **Post Code:** | |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Council Tax Reference Number** | | | | | | | |
|  |  |  |  |  |  |  |  |

**INSTRUCTION TO YOUR BANK OF BUILDING SOCIETY TO PAY BY DIRECT DEBIT**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **ORIGINATORS IDENTIFICATION NUMBER** | | | | | |
| **9** | **2** | **2** | **7** | **7** | **5** |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **FOR OADBY and WIGSTON COUNCIL OFFICE USE ONLY**  This is not part of the instruction to your bank or Building Society | | | | | | | | |
| **Please Indicate your preferred payment date by ticking one of the boxes below:** | | | | | | | | |
| **01 of the month** |  | | **15 of the month** | |  | **25 of the month** | |  |
| **Number of instalments per year\* Please tick one** | | | | | | | | |
| **10 Payments** | |  | | **12 Payments** | | |  | |
| **\*The number of instalments will be reduced after April dependent upon number of months remaining in that financial year** | | | | | | | | |

**Instruction to your Bank or Building Society**

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

|  |
| --- |
| **Signature(s)** |
| **1)** |
| **2)** |
| **Date:** |

|  |
| --- |
| **BANKS AND BUILDING SOCIETIES MAY NOT ACCEPT DIRECT DEBIT INSTRUCTIONS FOR SOME TYPES OF ACCOUNT** |
| **(Please check that this is not the case with your account)** |
| ------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------ |
| 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 accept instructions to pay Direct Debits  • If there are any changes to the amount, date or frequency of your Direct Debit, Oadby and Wigston Borough Council will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Oadby and Wigston 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 Oadby and Wigston 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 Oadby and Wigston 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. Please also notify Oadby and Wigston Borough Council. |

**Data Protection Statement**

The Council will process and store your data in accordance with the Data Protection Act 1998 and within the General Data Protection Regulations 2018.

The personal data provided within this form will be used for the purpose of this request and we will not use the data for any other purpose. We may, where necessary, share your data with another department or with a third party organisation for the purpose of providing you with the service that has been requested. Full details of whom and where we may send data can be found on the departments privacy notice. These are available for inspection at: [www.oadby-wigston.gov.uk/pages/privacy](http://www.oadby-wigston.gov.uk/pages/privacy)