William J. Taylor BA (Hons.) M.Soc.Sc
Chief Executive

T.L. Abernethy BSc MCD MRTPI
Deputy Chief Executive

Please complete all shaded sections and return directly to:

R.V.Livermore
Executive Manager Housing Property & Maintenance Services
West Lancashire Borough Council, 192-198 Ennerdale,
Tanhouse, Skelmersdale, West Lancashire, WN8 6AN
Telephone: (01695) 716800
Fax: (01695) 716839
E-mail: RentsTeam@westlancs.gov.uk

To pay your Rent by Direct Debit, please complete this form and return it to the above address

Name(s) of Account Holder(s)

Bank / Building Society Account Number

Branch Sort Code

Name and full postal address of your Bank or Building Society

To the Manager — Bank/Building Society

Address

Postcode

Rent Account Reference Number

You will find this on your rent card

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

Originator's Identification Number

6	8	0	0	3	0

I/We wish to pay my/our direct debit (Please tick √)

1st ☐ 15th ☐ of each month

This direct debit is for my/our rent account on:

Current Tenancy ☐ Former Tenancy ☐ Garage ☐

Name of tenant(s):

Address of property/garage:

Present address if different from above:

Telephone number:

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 _____

Banks and Building Societies may not accept Direct Debit Instructions for some types of accounts

This Guarantee should be detached and retained by the Payer

The Direct Debit

- This Guarantee is offered by all Banks and Building Societies that take part in the Direct Debit Scheme. The efficiency and security of the scheme is monitored and protected by your own Bank or Building Society.
- If the amounts to be paid or the payments dates change, West Lancashire Borough 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 Lancashire Borough Council or your Bank or Building Society, you are guaranteed a full and immediate refund from your branch of the amount 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.