

# ST. EDWARD'S SCHOOL DIRECT DEBIT INSTRUCTION

Please complete the whole form and send it to:

The Bursar, St Edward's School, Cirencester Road, Charlton Kings, Cheltenham, GL53 8EY

Please print your name and address: \_\_\_\_\_

## Instructions to your Bank or Building Society To pay Direct Debits



Originator's Identification Number

9 4 1 4 3 2

1. Name and full postal address of your Bank or Building Society

To: The Manager

Bank or Building Society

Address

Postcode

2. Name(s) of Account Holder(s)

5. Parent Ref Number (See top of school account)

3. Branch Sort Code (from the top hand corner of your cheque)

6. Instructions to your Bank or Building Society

Please pay St. Edward's School Direct Debits from the account details in this instruction subject to the assured by the Direct Debit Guarantee.

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Signature(s)

Date

Bank or Building societies may not accept Direct Debit Instructions for some type of accounts.

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### 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 St Edward's School will notify you 14 working days in advance of your account being debited or as otherwise agreed. If you request St Edward's School 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 St Edward's School 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 St Edward's School 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.

