

# 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, GL51 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

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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 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 payment dates change, you will be told of this in advance by at least 14 days as agreed.
- If an error is made by St. Edward's School on your Bank of 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 the letter to the Bursary.

