



# Instruction to your Bank or Building Society to pay by Direct Debit

Please fill in the whole form excluding official use boxes using a ball point pen and send it to:

<p><b>Business Manager</b>  <b>St. Catherine's School, Bramley,</b>  <b>Guildford, Surrey GU5 0DF</b></p>
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Originator's Identification Number

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Pupil's Name

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Name(s) of Account Holder(s)

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<p>FOR ST. CATHERINE'S SCHOOL OFFICIAL USE ONLY  This is not part of the instruction to your Bank or Building Society</p>
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Branch Sort Code (from right hand corner of your cheque)

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Bank/Building Society account number

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**Instruction to your Bank or Building Society.** Please pay St. Catherine's School 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 St. Catherine's School and, if so, details will be passed electronically to my Bank/ Building Society.**

Name and full postal address of your Bank or Building Society

To: The Manager	Bank/Building Society
Address	
Postcode	

Signature(s)
Date

Reference

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St. Catherine's School, Bramley, Guildford, Surrey GU5 0DF

Tel: 01483 892562

Banks and Building Societies may not accept Direct Debit instructions for some types of 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 St. Catherine's School, Bramley will notify you ten working days in advance of your account being debited or as otherwise agreed. If you request St. Catherine's School, Bramley 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. Catherine's School, Bramley 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. Catherine's School, Bramley 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.